General Admin Guide Part 2

Basware P2P 18.2

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1 Manage Assets, Work Orders, and Expenses

There are areas of modules that need to be managed by a power user or a system administrator therefore, they are placed under the Administration Tool icon rather than the module's menu.

1.1 Asset Categories Management

Each asset is assigned a category to help define the asset, and to provide grouping of assets for easier management. Asset categories must exist prior to the asset being added to Asset Management. Some examples of categories are printers, laptops, or software.

The following permission is required when implementing this functionality:

- Access to Assets and Work Order Module
- 81 – Manage Assets

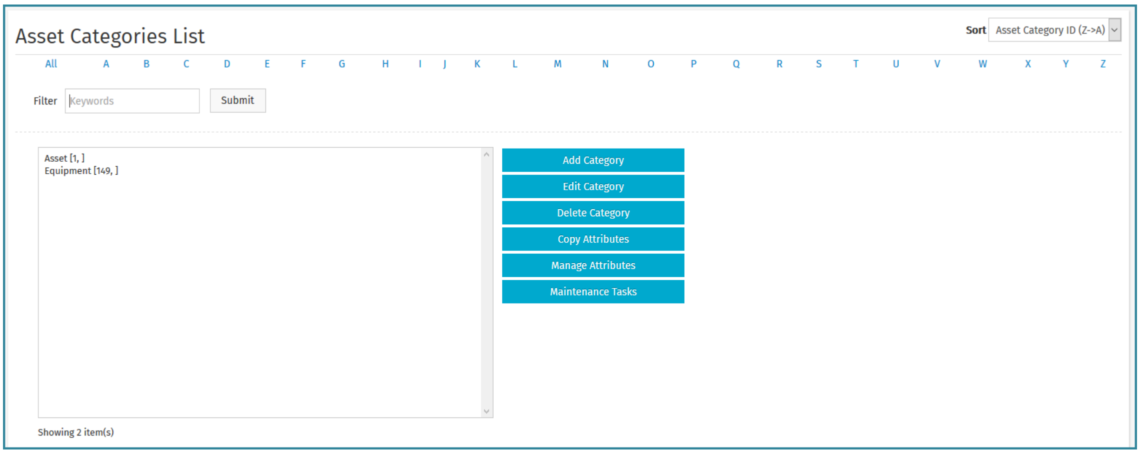


Figure 1: Asset Categories Management page

Table 1: Asset Categories List action definitions

Action	Definition
Add Category	Allows the user to add a new asset category.
Edit Category	Allows the user to edit an existing asset category.
Delete Category	Allows the user to delete an asset category.
Copy Attributes	Allows the user to copy the attributes of one category to another.
Manage Attributes	Allows the user to manage asset category attributes.
Maintenance Tasks	Allows the user to set up maintenance tasks for the asset category.

Asset categories can be sorted based on one of these options:

- Asset category ID

- Category description

To sort based on one of these options, select the option in the Sort drop-down field, and click **Filter/Sort**.

1.1.1 Add/Edit Asset Category

The Add Asset Category and Edit Asset Category pages have the same attributes.

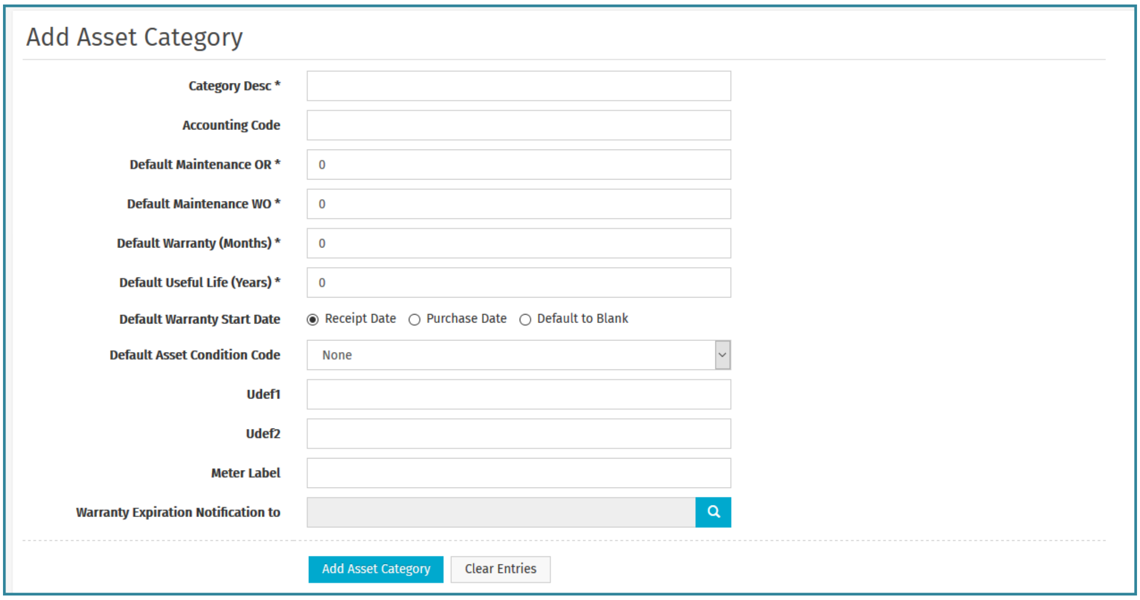


Figure 2: Add Asset Category page

Table 2: Add Asset Category page field definitions

Field	Definition
Category Desc	Allows the user to enter the category description.
Accounting Code	Allows the user to enter an accounting code for the category.
Default Maintenance OR	Allows the user to enter a maintenance order request number that is associated with the category.
Default Maintenance WO	Allows the user to enter a maintenance work order number that is associated with the category.
Default Warranty (Months)	Allows the user to set a default warranty in months for the category.
Default Useful Life (Years)	Allows the user to set a default useful life for the category.
Default Warranty Start Date	Allows the user to select one of the following for the warranty start date: receipt date, purchase date, or default to blank.

Table 2: Add Asset Category page field definitions (continued)

Field	Definition
Default Asset Condition Code	Allows the user to select a default asset condition code to be associated with this asset category. The default is none. When a user tries to assign a condition code other than none to an asset category that has depreciation setup, an error message is displayed.
Udef1-2	Allows the user to enter custom information related to the asset category. Note: Users can customize the label for these fields by entering a label in system settings 11913 and 11914 respectively. To not display these fields enter hide in the system settings fields.
Meter Label	The label for the meter used for the category in the system. For instance, the meter label for a car would be miles.
Warranty Expiration Notification to	Allows the user to select the user(s) in the system, in which the warranty expiration notification needs to be sent.

1.1.1.1 Adding an Asset Category

To add an asset category:

1. From the Dashboard, navigate to > **Assets** > **Asset Categories**.
2. Click **Add Category**.
3. Complete the required fields.
4. Click **Add Asset Category**.

1.1.1.2 Editing an Asset Category

To edit an asset category:

1. From the Dashboard, navigate to > **Assets** > **Asset Categories**.
2. Select the Asset category to edit and click **Edit Category**.
3. Edit the necessary fields.
4. Click **Edit Asset Category**.

1.1.1.3 Deleting an Asset Category

If assets are currently assigned to the category being deleted then a message is displayed that the asset category cannot be deleted.

To delete an asset category:

1. From the Dashboard, navigate to > **Assets** > **Asset Categories**.
2. Select the asset to delete and click **Delete Category**.

3. Click **OK** on the pop-up window.

1.1.2 Associating an Asset Category with an Item Category

Asset Manager allows asset categories to be associated with an item category.

The following permission is required when implementing this functionality.

- Access to the Administration module
- 19 – Manage Catalogs

Asset categories must be created before they can be associated with item categories.

To associate an asset category with an item category:

1. From the Dashboard, navigate to > **Catalog** > **Item Categories**.
2. Select the item category to associate with the asset category and click **Edit**.
3. Locate the Asset Category field and select a category from the drop-down list.
4. Click **Edit Category**.

1.1.3 Asset Category Attributes

When additional fields need to be captured for an asset category in addition to the regular fields, manage attributes can be used to add new fields or edit the added fields.

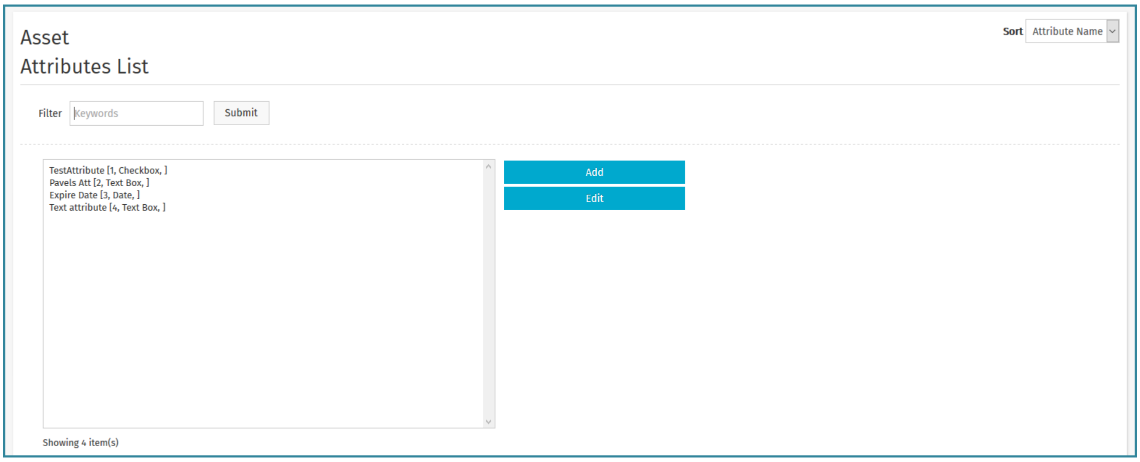


Figure 3: Asset Category Attributes List page

Table 3: Attributes List page action definitions

Action	Definition
Add	Allows the user to add a new attribute for the selected asset category.
Edit	Allows the user to edit an existing attribute for the selected asset category.

Figure 4: Add Asset Category Attributes – Step 1

Table 4: Add Asset Category Attributes Step 1 field definitions

Field	Definition
Attribute Name	Allows the user to enter the name for the attribute.
Field Type	Allows the user to select a field type from the drop-down list. The available options are check box, currency, date, display, numeric, PIT select box, Radio, select box, text area, textbox, and TLA.
Sort Order	Allows the user to enter a numeric value that determines the order in which the custom attributes are listed. If there are several attributes for an asset, these can be defined as to how they are to be listed when Edit Attributes is clicked for an asset from the Asset List page.

Table 5: Field Types and How to Use Them

Field Type	Use for	Example
Check box	Limited number of options where more than one option can be selected or none at all.	Select the Operating System? Windows XP Pro, Windows 2000, UNIX
Currency	A field that allows money to be entered as a value.	$1.00
Date	A field that allows a date value to be entered or selected from a pop-up.	12/12/2011
Display	A field that shows a value without the ability to modify it.	Created By Tom Smith.
Numeric	A field that allows numeric values only.	7000
PIT Select box	A field that displays a list of attribute values needs to be selected from a query against the system.	All Assets
Radio Button	A field that allows either/or options.	If the attribute values are Yes/No. When assigning Radio Button as the field type in asset attributes, be sure to separate the information in Label List with slashes.

Table 5: Field Types and How to Use Them (continued)

Field Type	Use for	Example
Select box	A field that displays a list of supplied attribute values needs to be selected.	A list of state names where the value passed is the two character state abbreviation.
Text Area	A field that allows limited area of free form entry.	Anything
Textbox	A field that allows large area of free form entry.	Anything
TLA	A field that allows Account Code Entry.	Account code field

Add Asset Category Attribute - Step 2

The options available on Step 2 vary greatly depending on the field type selected in step 1.

1.1.3.1 Adding an Asset Category Attribute

To add an asset category attribute:

1. From the Dashboard, navigate to > **Assets** > **Asset Categories**.
2. Select the asset category for which attributes are to be added and click Manage Attributes.
3. Click **Add**.
4. Enter information in the required fields.
5. Click **Next**.

   The information displayed on Step 2 varies depending on the field type selected in Step 1.

6. Complete the required fields.
7. Click **Add Data**.

1.1.3.2 Editing an Asset Category Attribute

To edit an asset category attribute:

1. From the Dashboard, navigate to > **Assets** > **Asset Categories**.
2. Select the asset category for which attributes are to be added and click Manage Attributes.
3. Select the attribute to be edited, and click **Edit**.
4. Edit the necessary fields.
5. Click **Next**.
6. Edit the necessary fields.
7. Click **Update**.

1.1.4 Copy Asset Attributes

The Copy Attributes action simplifies the process of adding attributes to an asset category. Once a set of attributes is added, if there are other categories with similar attributes, then the existing attributes can be copied to the selected asset category instead of repeating the process of adding the same attributes again.

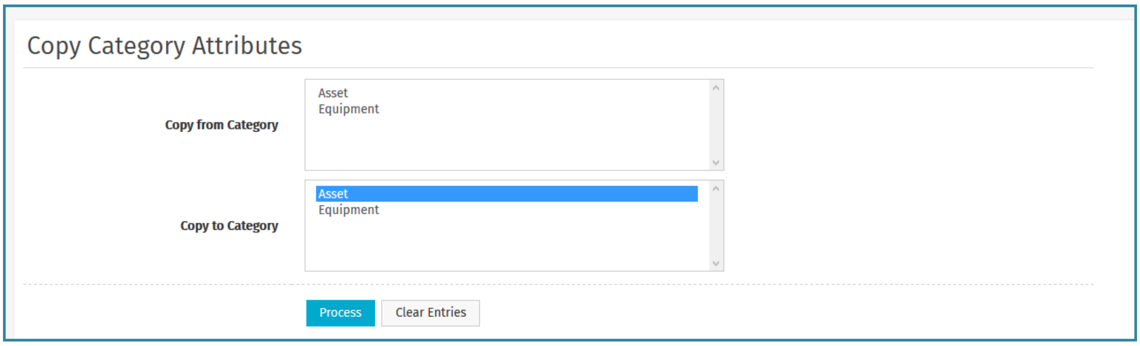


Figure 5: Copy Attributes page

1.1.4.1 Copying Asset Category Attributes

To copy attributes:

1. From the Dashboard, navigate to > **Assets** > **Asset Categories**.
2. Select the asset category whose attributes are to be copied, and click **Copy Attributes**.
3. Select the category from which the attributes are copied in the Copy from Category field and in the Copy to Category field select the category to copy the attributes.
4. Click **Process**.

1.2 Asset Parent/Child Relationship

Assets are able to have a parent/child relationship. Parent/child relationships are established when assets are created on a purchase order. The asset has to be linked to another asset on the purchase order. The main item is the parent and all sub items are set as child assets.

When a parent asset is transferred, a list of the child assets is displayed. The assets can be transferred together; however, if the child assets are not selected, the parent/child relationship is broken. A warning message is displayed when a child asset is transferred without the parent. If the child asset is transferred without the parent, the relationship is broken.

A warning message is displayed when a child asset is being edited. Modifying the following for child assets breaks the relationship: location, user, or status (to disposed). If a parent asset is edited by changing the location, user, or status (to disposed) a warning message is displayed and the modifications are not allowed.

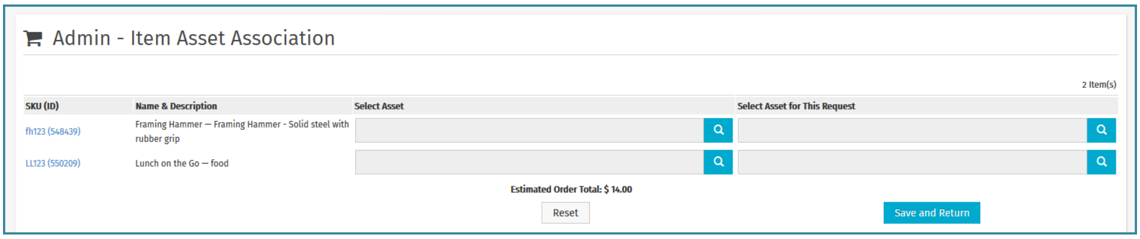


Figure 6: Associate Line Items with Assets page

Alternatively, a parent/child relationship can be created from the Set Asset Attributes page of the child asset, using the Parent Asset lookup field. Both assets must be established in the system in order to use this method.

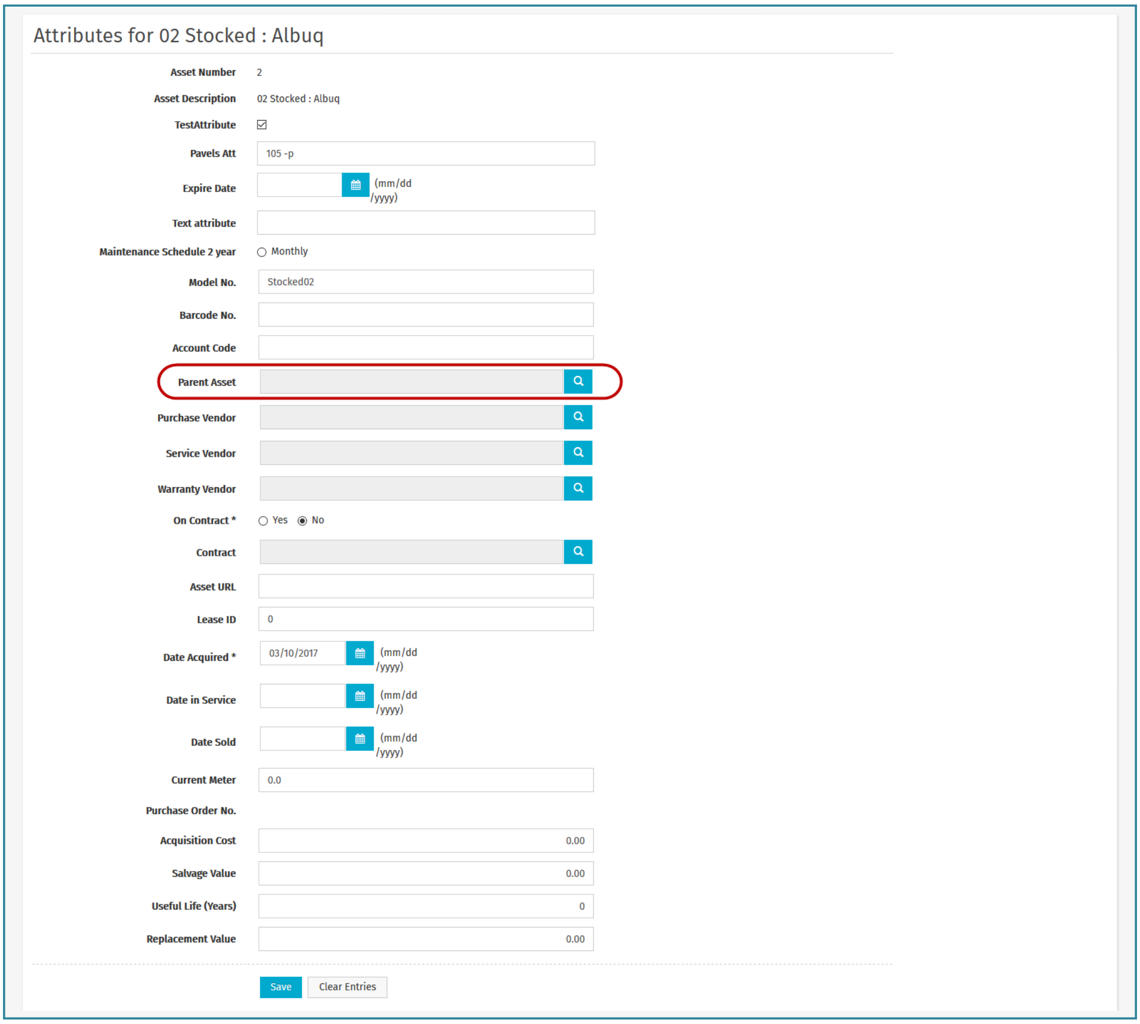


Figure 7: Set Asset Attribute page

1.2.1 Creating Asset Parent/Child Relationships through a PO

To create parent/child relationships through a PO:

1. Add the items that are to be the parent and/or child assets to the Shopping Cart as usual. Navigate to the shopping cart.
2. Click **Special Functions** > **Associate Assets**.
3. Select either an existing asset or an asset on the request to be the parent. Do this for all the assets to be associated with one another.
4. Click **Save and Return**.
5. Complete creating the order request and purchase order.
6. Place and receive the PO. Click **Process**.

1.2.2 Creating Parent/Child Relationships When Adding/Editing an Asset

To create parent/child relationships when adding/editing an asset:

1. From the Dashboard, navigate to **Assets** > **Manage Assets**.
2. Click **Add Asset**, or select an asset and click **Edit Asset**.
3. Click **Edit Attributes**.
4. In the Parent Asset field, click the Search icon and select the parent asset with which to form a parent/child relationship.
5. Click **Save**.
6. Click **Finish**.

1.3 Asset Status Management

From the moment, a new asset enters the system; its status is subject to change. The status of an asset usually reflects at a glance what stage the asset is in its lifecycle.

Asset Manager lists 12 statuses with installation, which helps the users to define at a glance what status the asset is. Additional statuses can be added or existing ones can be deleted.

The following permission is required when implementing this functionality:

- 81 – Manage Assets

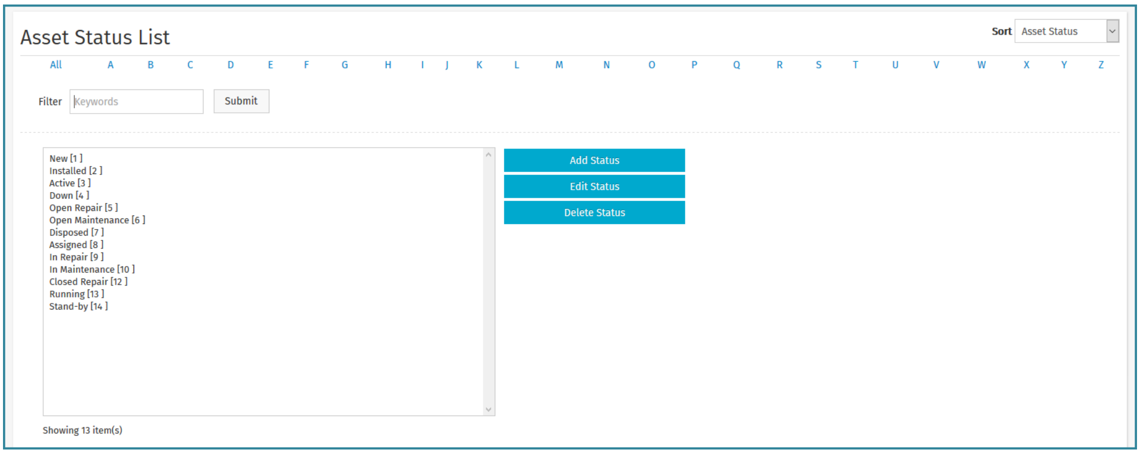


Figure 8: Asset Status Management page

Table 6: Asset Status List page action definitions

Action	Definition
Add Status	Allows the user to add a new asset status.
Edit Status	Allows the user to edit an existing asset status.
Delete Status	Allows the user to delete an asset status.

The list of statuses displayed can be sorted based on one of these options:

- Asset Status
- Status Description

To sort based on one of these options, select the option in the Sort drop-down field, and click Filter/Sort.

1.3.1 Addition and Editing of Asset Status

The Add Asset Status and the Edit Asset Status pages have the same fields.

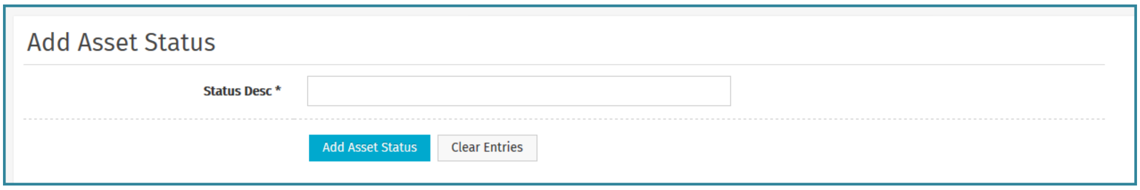


Figure 9: Add Asset Status page

Field	Definition
Status Desc	Enter the name for the Asset Status.

1.3.1.1 Adding an Asset Status

To add an asset status:

1. From the Dashboard, navigate to > **Assets** > **Asset Status**.
2. Click **Add Status**.
3. Enter a name for the asset status.
4. Click **Add Asset Status**.

1.3.1.2 Editing an Asset Status

To edit an asset status:

1. From the Dashboard, navigate to > **Assets** > **Asset Status**.
2. Select the status to be edited, and click **Edit Status**.
3. Edit the name for the asset status.
4. Click **Edit Asset Status**.

1.3.1.3 Deleting an Asset Status

To delete an asset status:

1. From the Dashboard, navigate to > **Assets** > **Asset Status**.
2. Select the status to be deleted and click **Delete Status**.
3. Click **OK** on the pop-up window.

1.4 Asset Depreciation Types

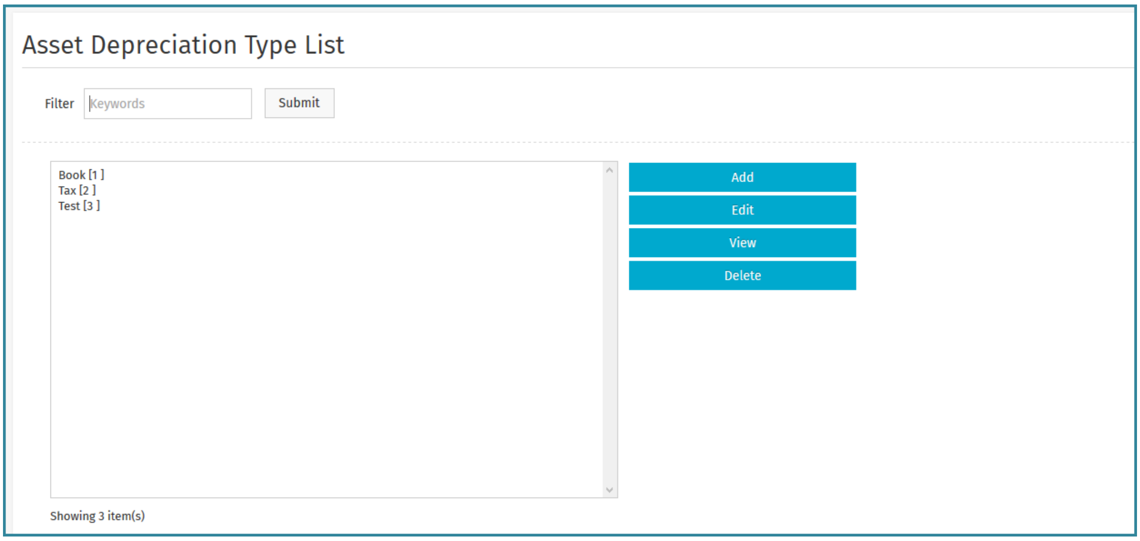


Figure 10: Asset Depreciation Type Management page

Table 7: Asset Depreciation Type Management page field definitions

Field	Definition
Add	Allows the user to add a depreciation type.
Edit	Allows the user to edit a depreciation type.
View	Allows the user to view a depreciation type.
Delete	Allows the user to delete an existing depreciation type.

Depreciations are calculated daily for new or changed assets and a monthly entry is made in the asset history.

1.4.1 Adding or Editing a Depreciation Type

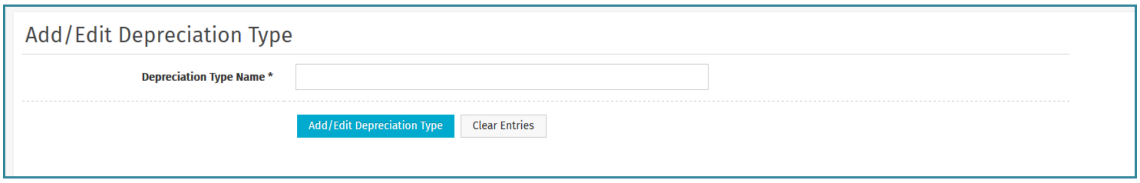


Figure 11: Add/Edit Depreciation Type page

To add/edit a depreciation type:

1. From the Dashboard, navigate to > **Assets** > **Depreciation Types**.
2. Click **Add**.
3. Enter a name for the depreciation type.
4. Click **Add/Edit Depreciation Type**.

1.4.2 Deleting a Depreciation Type

To delete a depreciation type:

1. From the Dashboard, navigate to > **Assets** > **Depreciation Types**.
2. Select the depreciation type to be deleted, and click **Delete**.
3. Click **OK** on the pop-up window.

1.5 Maintenance Types

Maintenance Types

Maintenance types help to classify the type of maintenance being performed on an asset.

1.6 Asset Maintenance Types Management

Maintenance types help to classify the type of maintenance being performed on an asset.

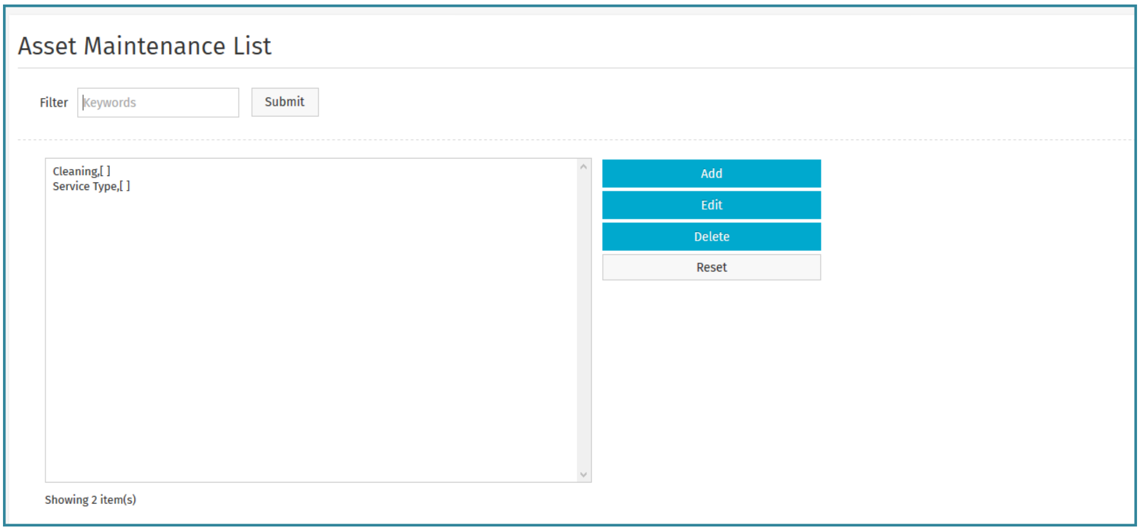


Figure 12: Asset Maintenance Types Management page

Table 8: Asset Maintenance Types List Page Action Definitions

Action	Definition
Add	Allows the user to add a new asset maintenance type.
Edit	Allows the user to edit an existing asset maintenance type.
Delete	Allows the user to delete an asset maintenance type.
Clear Entries	Allows the user to clear any unsaved entries.

1.6.1 Addition and Editing of Asset Maintenance Types

The Add Asset Maintenance Types page and the Edit Asset Maintenance Types page have the same attributes.

Figure 13: Add/Edit Asset Maintenance Types page

Table 9: Add/Edit Asset Maintenance Type page field definitions

Field	Definition
Maintenance Type *	Enter the name for the maintenance type.
Account Code	Enter the GL code to be associated with this maintenance type.

1.6.1.1 Adding an Asset Maintenance Type

To add an asset maintenance type:

1. From the Dashboard, navigate to > **Work Orders** > **Maintenance Types**.
2. Click **Add**.
3. Enter the required fields.
4. Click **Save**.

1.6.1.2 Editing an Asset Maintenance Type

To edit an asset maintenance type:

1. From the Dashboard, navigate to > **Work Orders** > **Maintenance Types**.
2. Select the asset maintenance type to be edited and click **Edit**.
3. Edit the necessary fields.
4. Click **Save**.

1.6.1.3 Deleting Asset Maintenance Types

To delete an asset maintenance type:

1. From the Dashboard, navigate to > **Work Orders** > **Maintenance Types**.
2. Select the asset maintenance type to be deleted, and click **Delete**.
3. Click **OK** on the pop-up window.

1.7 Vendor Work Order Types

The vendor work order types allow the assignment of vendors to specific work order types. This prevents the random selection of vendors when creating work order requests and work orders.

The following permission is required to access this functionality:

- 127 - Manage Work Order Types

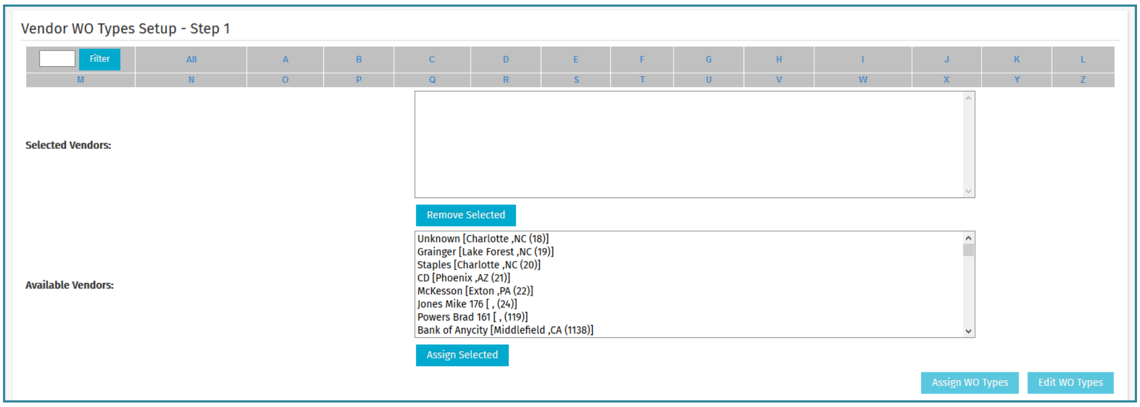


Figure 14: Vendors WO Types Setup – Step 1

Table 10: Vendor WO Types Setup - Step 1 action definitions

Action	Definition
Remove Selected	Allows the user to remove selected vendors from the Selected Vendors.
Assign Selected	Allows the user to add selected vendors from the Available Vendors box to the Selected Vendors box.
Assign WO Types	Allows the user to assign WO types for the selected vendors.
Edit WO Types	Allows the user edit the WO types assigned to the selected vendor This action is only enabled if only one vendor is in the Selected Vendors box.

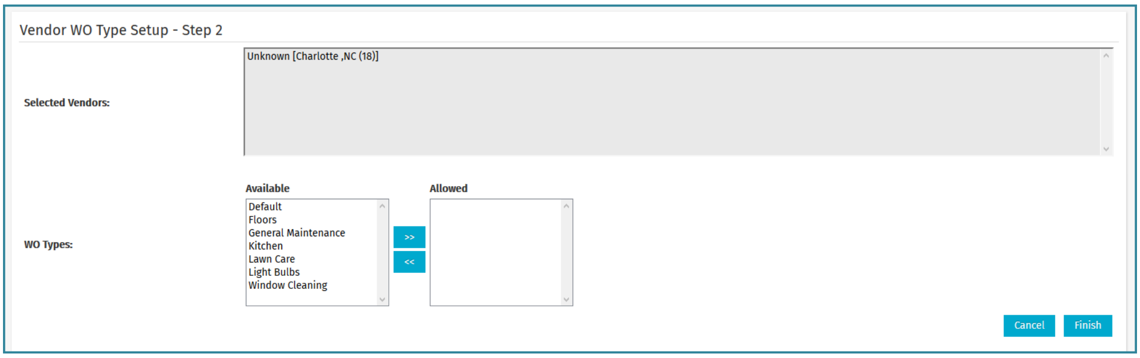


Figure 15: Vendor WO Type Setup – Step 2

Table 11: Vendor WO Type Setup – Step 2 page action definitions

Action	Definition
Selected Vendors	Displays the selected vendors from step 1.
WO Types	Displays the work types in the system.
Available	Displays the work order types that have not been assigned to the vendors listed above.
Allowed	Displays the work order types that have been assigned to the vendors listed above.
>>	Moves the selected work order types from the Available field to the Allowed field.

Table 11: Vendor WO Type Setup – Step 2 page action definitions (continued)

Action	Definition
<<	Moves the selected work order types from the Allowed field to the Available field.
Cancel	Closes the page and does not save any changes that have been made.
Finish	Saves the changes that have been made, and displays a success message.

1.7.1 Adding a Vendor Work Order Type

To add a vendor work order type:

1. Navigate to > **Work Orders** > **Vendor Work Order Types**.
2. Select the vendors you want to add to the work order type or types and click **Assign Selected**.

   If only one vendor is added to the Selected Vendors field, both the **Assign WO Types** and **Edit WO Types** are active. If two or more Types become vendors are added, only the **Assign WO Types** is active.

3. Click **Assign WO Types**.
4. Select the work type or types to associate the vendors with and click >> to move them from Available to Allowed.
5. Click **Finish**.

1.7.2 Editing a Vendor Work Order Type

To edit a work order type:

1. Navigate to > **Work Orders** > **Vendor Work Order Types**.
2. Select the vendor with work types to be edited and click **Edit WO Types**.
3. Add and remove work types as necessary.
4. Click **Finish**.

1.8 Vendor Work Order Locations

The vendor work order locations allow the assignment of vendors to specific work location. This prevents the random selection of vendors when creating work order requests and work orders.

The following permission is required to access this functionality:

- 127 - Manage WO Types/Categories

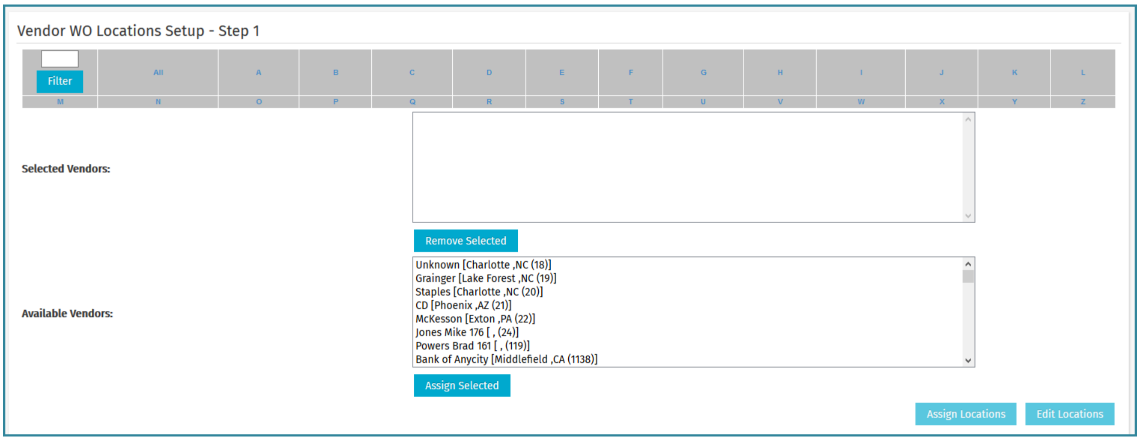


Figure 16: Vendors WO Locations Setup – Step 1

Table 12: Vendor WO Location Setup - Step 1 action definitions

Action	Definition
Remove Selected	Allows the user to remove selected vendors from the Selected Vendors field.
Assign Selected	Allows the user to add selected vendors from the Available Vendors field to the Selected Vendors field.
Assign Locations	Allows the user to assign work order types for the selected vendors.
Edit Locations	Allows the user edit the work order types assigned to the selected vendor. This action is enabled if only one vendor is in the Selected Vendors box.

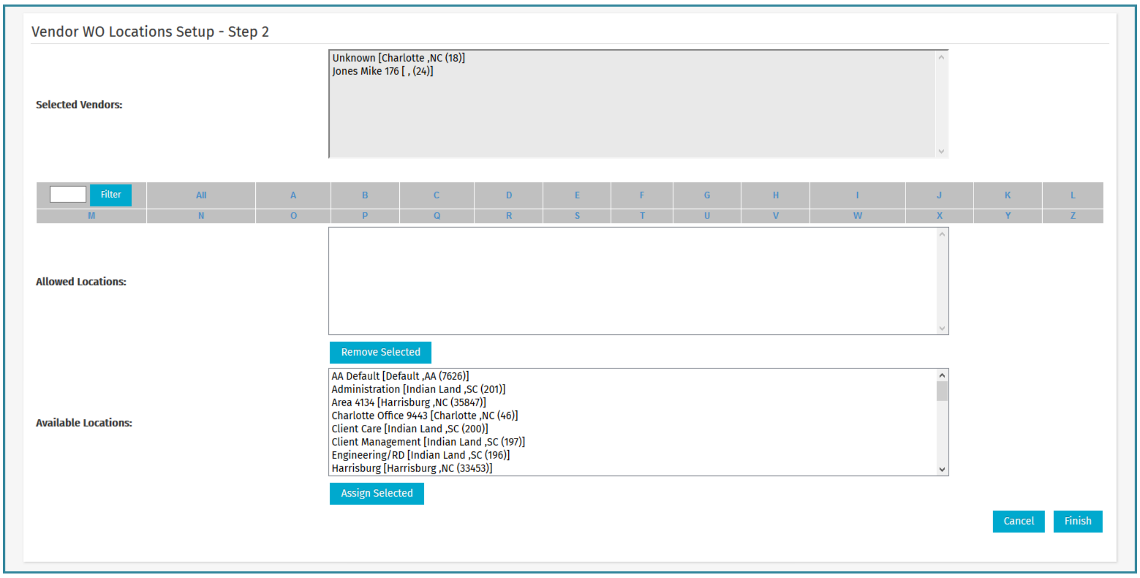


Figure 17: Vendor WO Location Setup – Step 2

Table 13: Vendor WO Location Setup – Step 2 action definitions

Action	Definition
Remove Selected	Allows the user to remove selected locations from the Allowed Locations field.
Assign Selected	Allows the user to add selected vendors from the Available Locations field to the Selected Locations field.
Cancel	Closes the page and does not save any changes that have been made.
Finish	Saves the changes that have been made, and displays a success message.

1.8.1 Adding a Vendor Work Order Location

To add a vendor work order Location:

1. Navigate to > **Work Orders** > **Vendor Work Order Locations**.
2. Select the vendors you want to add to the work order location or locations and click **Assign Selected**.

> If only one vendor is added to the Selected Vendors field, both the **Assign Locations** and **Edit Locations** are active. If two or more vendors are added, only **Assign Locations** is active.

3. Click **Assign Locations**.
4. Select the work location or locations to associate the vendors with and click >> to move them from Available to Allowed.
5. Click **Finish**.

1.8.2 Editing a Vendor Work Order Location

To edit a work order location:

1. Navigate to > **Work Orders** > **Vendor Work Order Locations**.
2. Select the vendor with work locations to be edited and click **Edit WO Locations**.
3. Add and remove work locations as necessary.
4. Click **Finish**.

1.9 Work Order Categories Management

Work order categories allow specific categorization of work orders for organizational and reporting purposes.

The following permission is required:

- 127 - Manage WO Types/Categories

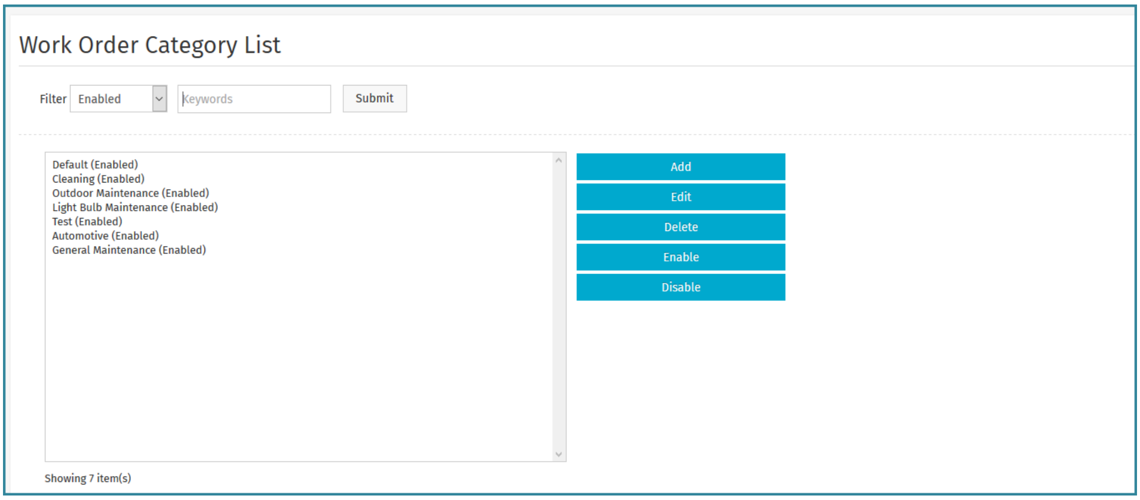


Figure 18: Manage Work Order Categories page

Table 14: Work Order Category List action definitions

Action	Definition
Add	Allows the user to add new work order category.
Edit	Allows the user to edit an existing work order category.
Delete	Allows the user to delete an existing work order category.
Enable	Allows the user to enable a work order category from the list.
Disable	Allows the user to disable a work order category from the list

Asset Manager enables users to filter the work order categories based on these options:

- All Categories: Select this option to display all work order categories.
- Enabled: Select this option to display only enabled work order categories.
- Disabled: Select this option to display only disabled work order categories.

To filter based on one of these options, select the category of work orders to view from the Filter dropdown field and click **Retrieve**.

To filter for a particular work order category by its name, select all types from the Filter dropdown list and enter the name in the And field then click **Retrieve**.

1.9.1 Addition and Editing of Work Order Categories

The Add Work Order Category and the Edit Work Order Category pages have the same attributes.

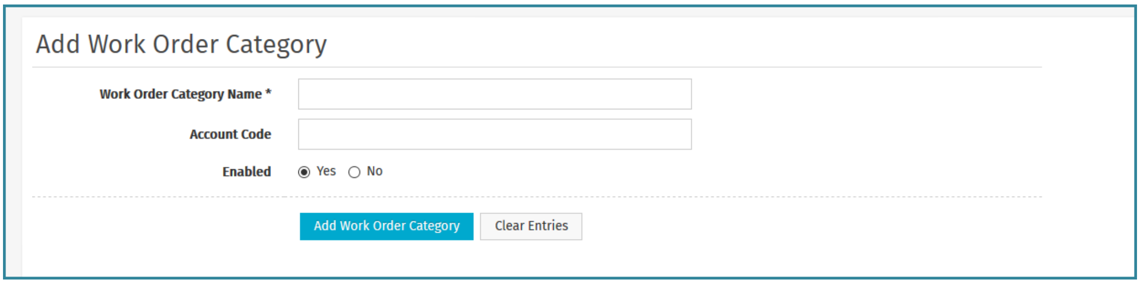


Figure 19: Add/Edit Work Order Category page

Table 15: Add/Edit Work Order Category page field definitions

Field	Definition
Work Order Category*	Enter a name for the work order category. This is a required field.
Account Code	Enter an account code to be associated with the work order category.
Enabled	Select Yes to enable the work order category. Select No to disable the work order category.

1.9.1.1 Adding Work Order Categories

To add a work order category:

1. Navigate to > **Work Orders** > **Work Order Categories**.
2. Click **Add**.
3. Complete the required fields.
4. Click **Finish**.

1.9.1.2 Editing Work Order Categories

To edit a work order category:

1. Navigate to > **Work Orders** > **Work Order Categories**.
2. Select the category to edit and click **Edit**.
3. Edit the fields as needed.
4. Click **Finish**.

1.9.1.3 Deleting Work Order Categories

To delete a work order category:

1. Navigate to > **Work Orders** > **Work Order Categories**.
2. Select the category to delete and click **Delete**.
3. Click **OK** in the confirmation pop-up.

1.10 Work Order Types Management

Work order types allow specific categorization of work orders for organizational and reporting purposes.

The following permission is required:

- 127 - Manage WO Types/Categories

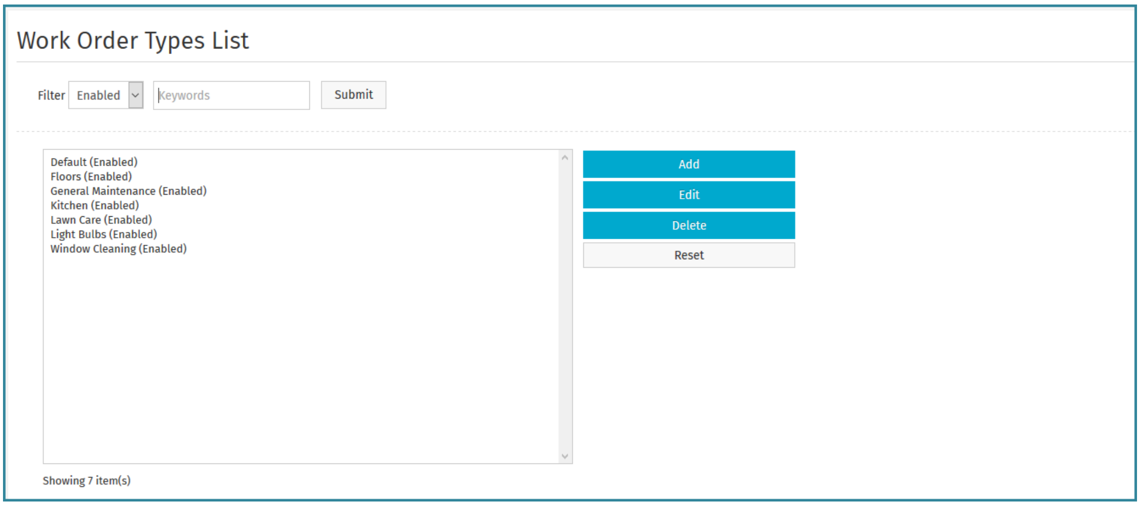


Figure 20: Work Order Types Management page

Table 16: WO Types List Action Definitions

Action	Definition
Add	Allows the user to add new work order type.
Edit	Allows the user to edit an existing work order type.
Delete	Allows the user to delete an existing work order type.
Clear Entries	Allows the user to delete any unsaved entries.

Asset Manager enables users to filter the work order types based on these options:

- All Types: Select this option to display all work order types.
- Enabled: Select this option to display only enabled work order types.
- Disabled: Select this option to display only disabled work order types.

To filter based on one of these options, select the type of work orders to view from the Filter drop-down field and click **Retrieve**.

To filter for a particular work order type by its name, select all types from the Filter drop-down list and enter the name in the And field then click **Retrieve**.

1.10.1 Add/Edit Work Order Types

The Add Work Order Type and the Edit Work Order Type pages have the same attributes.

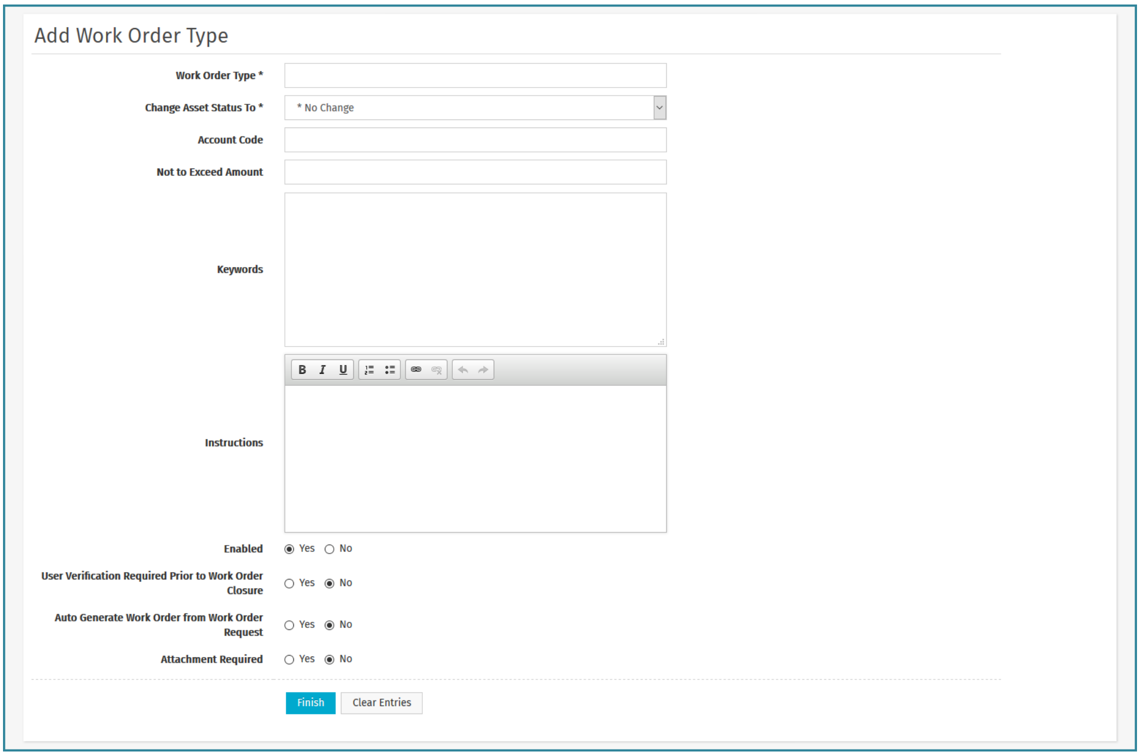


Figure 21: Add/Edit Work Order Type page

Table 17: Add Work Order Type field definition

Field	Definition
Work Order Type*	Enter a name for the work order type. This is a required field.
Change Asset Status To*	Select a status from the drop-down list to change the asset status accordingly. This is required field. When a work order is created against an asset with this work order type, the asset status can be set to the specified status. Example: Change the status to in repair when a WO type of emergency maintenance is created for this asset)
Account Code	Enter an account code to be associated with the work order type.
Not to Exceed Amount	Enter the amount that the work order type is not to exceed. This amount is defaulted to the work order header when the work order is created. If 0 is entered, the Not to Exceed Amount is unlimited. The Not to Exceed Amount can be edited when the work order is being created.

Table 17: Add Work Order Type field definition (continued)

Field	Definition
Keywords	Enter the keywords that are to be associated with the work order type. A maximum of 500 characters can be entered. If more than 500 characters are entered, a message is displayed. When performing a keyword search, the user needs to enter a minimum of three characters before the keyword is displayed.
Instructions	Enter any instructions that are relevant to the work order requests that are created for this work order type.
Enabled	Select Yes to enable the work order type. Select No to disable the work order type.
User Verification Required Prior to Work Order Closure	Select Yes to require user verification prior to the work order being closed for this work order type. Select No if user verification is not required prior to the work order being closed for this work order type.
Auto Generate Work Order from Work Order Request	Select Yes if the work orders can be auto generate for this work order type. Select No if the work orders cannot be auto generated for this work order type.
Attachment Required	Select Yes if attachments are required for this work order type. Select No if attachments are not required for this work order type.

1.10.1.1 Adding a Work Order Type

To add a work order type:

1. Navigate to > **Work Orders** > **Work Order Types**.
2. Click **Add**.
3. Complete the required fields.
4. Click **Finish.**

1.10.1.2 Editing a Work Order Type

To edit a work order type:

1. Navigate to > **Work Orders** > **Work Order Types**.
2. Select the work order type to edit and click **Edit**.
3. Complete the required fields.
4. Click **Finish.**

1.10.1.3 Deleting a Work Order Type

To delete a work order type:

1. Navigate to > **Work Orders** > **Work Order Types**.
2. Select the work order type to delete and click **Delete**.

3. Click **OK** in the confirmation pop-up.

1.11 Work Order Priorities Management

Work order priorities enable work orders to be prioritized for work order processing. Time limits can be set up for each priority to enable efficient management of work orders.

The following permission is required:

- 134 - Manage Work Order Priorities

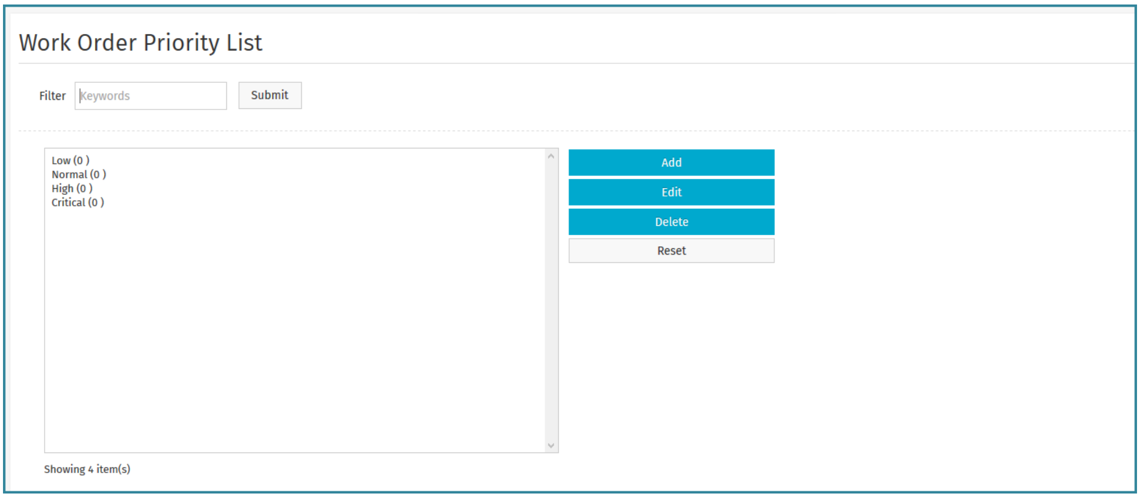


Figure 22: Work Order Priority List

Table 18: Work Order Priority List action definitions

Action	Definition
Add	Allows the user to edit an existing work order priority.
Edit	Allows the user to add a new work order priority.
Delete	Allows the user to delete an existing work order priority.
Reset	Allows the user to deselect any multi-selected entries.

1.11.1 Addition and Editing of Work Order Priorities

The Add Work Order Priorities and the Edit Work Order Priorities pages have the same attributes.

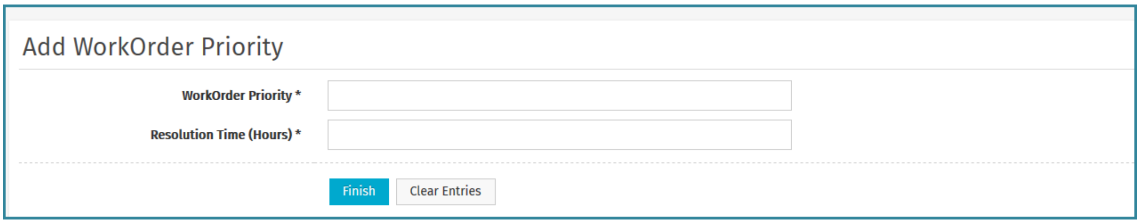


Figure 23: Add/Edit Work Order Priorities page

Table 19: Add Work Order Priority page field definitions

Field	Definition
WorkOrder Priority	Enter a name for the work order priority. This is a required field.
Resolution Time (Hours)	Enter the hours for the resolution of the added priority. When specified, the work order end date and time is automatically calculated based on the resolution hours and is used to trigger notifications later. When a decimal value is entered, it is rounded off to the base value. Example: When 12.3 is entered, it is changed to 12.

1.11.1.1 Adding a Work Order Priority

To add a work order priority:

1. Navigate to > **Work Orders** > **Work Order Priorities**.
2. Click **Add**.
3. Complete the required fields.
4. Click **Finish.**

1.11.1.2 Editing a Work Order Priority

To edit a work order priority:

1. Navigate to > **Work Orders** > **Work Order Priorities**.
2. Select the work order type to edit and click **Edit**.
3. Complete the required fields.
4. Click **Finish.**

1.11.1.3 Deleting a Work Order Priority

To delete a work order priority:

1. Navigate to > **Work Orders** > **Work Order Priorities**.
2. Select the work order type to delete and click **Delete**.

3. Click **OK** in the confirmation pop-up.

1.12 Expense Type Management

Expense type creation is a very important step in the Travel & Expense setup process. The information defined for the expense type determines the fields that are available when creating an expense report. At least one expense type must be defined before moving ahead in the Travel & Expense setup process.

System setting *2102 – Default Expense Type for Imported Expense Items* must be set with a valid expense type.

Expense types enable categorization of expense items when they are requested. Expense types are linked to the expense items. Multiple expense items can be associated with an expense type.

The following are required to set expense types:

- Access to the Travel and Expense module
- Permission 2007 – Manage Expense Types and Itemization Fields
- System setting 2102 - Default Expense Type for Imported expense Items

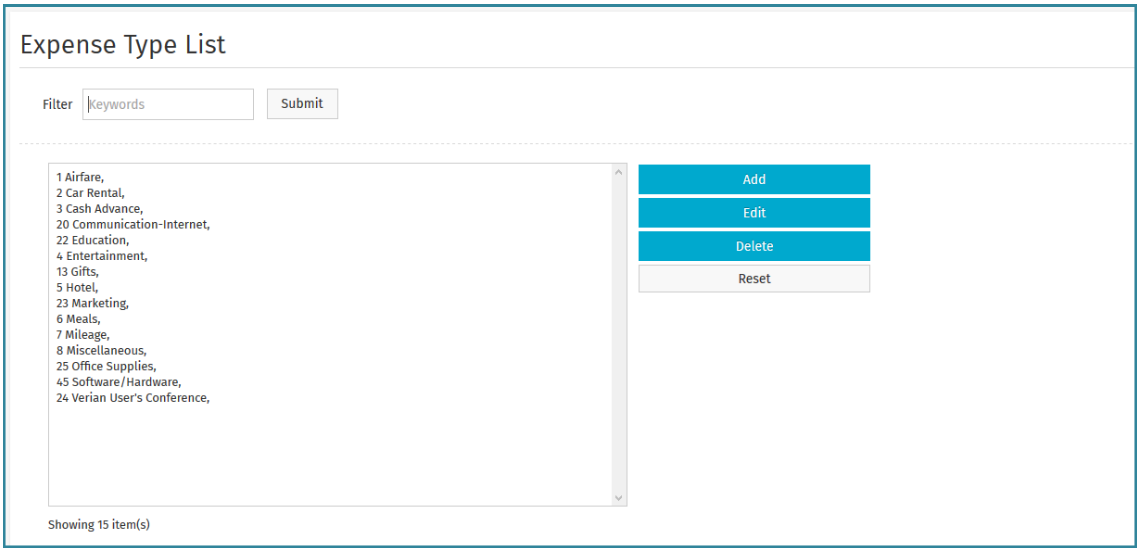


Figure 24: Expense Type Management page

Table 20: Expense Type List action definitions

Action Name	Definition
Edit	Edits existing expense types.
Add	Adds new expense types.
Delete	Deletes existing expense types.
Clear Entries	Resets information that has been entered and has not been saved.

1.12.1 Addition and Editing of Expense Types

The Add Expense Type page and the Edit Expense Type page have the same attributes.

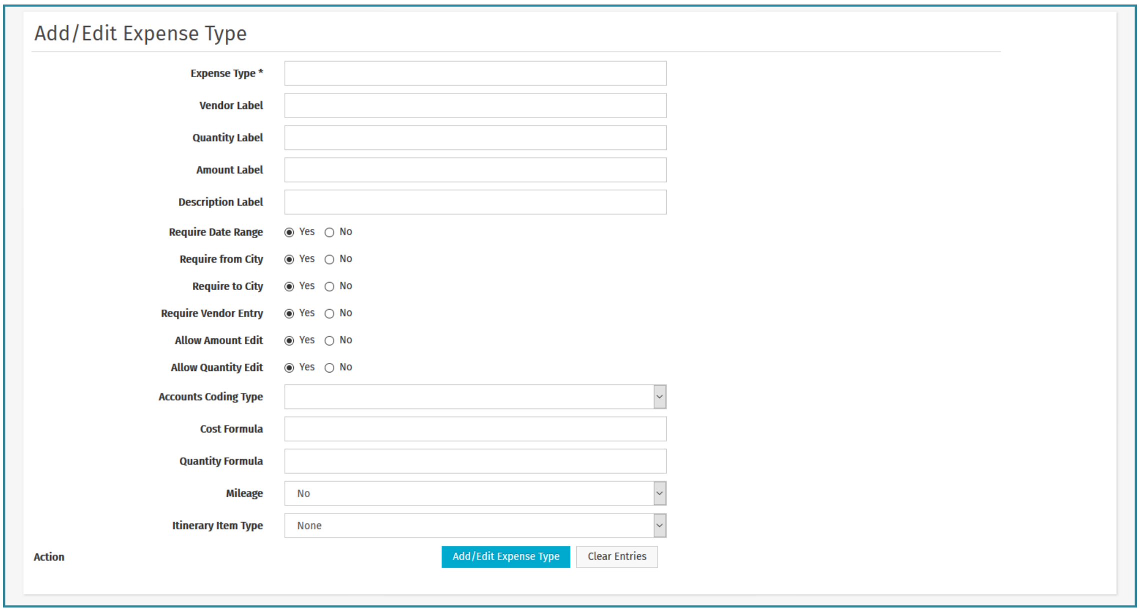


Figure 25: Add/Edit Expense Type page

Table 21: Add/Edit Expense Type field definitions

Field Name	Definition
Expense Type*	The name given to this expense type. This is a required field.
Vendor Label	Enter a label for the field that represents the merchant or vendor field for this expense item. Example: Airline for Airfare expense type. If left blank, the label merchant is used.
Quantity Label	Enter the label used in the Expense Entry page to specify the quantity used for this expense type. Example: # of Tickets
Amount Label	Enter the label used in the Expense Entry page to specify the amount the user has to enter for each quantity entered, for the specified expense item. Example: Amount per ticket.
Description Label	Enter a label to be used in the Expense Entry page to enter the description regarding the expense item.
Require Date Range	If Yes is selected the Expense Entry page shows From and To Date fields. If No is selected, then just a Date field is shown in the Expense wizard.
Require from/to cities	If Yes is selected, fields for From and To Cities are shown on the Expense Entry page. If No is selected, fields for City and State are displayed on the Expense Entry page.

Table 21: Add/Edit Expense Type field definitions (continued)

Field Name	Definition
Require Vendor Entry	If Yes is selected, the user is required to specify a vendor while entering an item in the Expense wizard.
Allow Amount Edit	If No is selected, the user is allowed to enter value in the Amount field on the Expense Entry page. This is ideal for mileage type expenses, where the amount per mile is reimbursed at a fixed value. The actual value is setup at the expense item level.
Allow Quantity Edit	Allows the user to edit the quantity value entered in the Expense Entry page. If set to No, the quantity value defaulted to 1.
Cost Formula	Enter the formula that is used to calculate the cost.
Quantity Formula	Enter the formula to be used for quantity calculation.
Mileage Type	If No is selected, the mileage calculation interface is not displayed. If Yes is selected, the mileage calculation interface is displayed. However, if the user does not click Calculate Miles, the system always calculates the miles as zero. If Yes and Auto Calculate is selected, the miles are auto calculated even if the user does not click Calculate Miles.
Itinerary Item Type	If None is selected, the expense type is not associated with any TripIt expense types. If Airline is selected, the expense type is associated with the TripIt airline expense type. If Hotel is selected, the expense type is associated with the TripIt hotel expense type. If Car Rental is selected, the expense type is associated with the TripIt car rental expense type.

1.12.1.1 Adding an Expense Type

The Require From City and Require To City fields are defaulted to No when the mileage type is set to Yes or Yes And Auto Calculate and Add/Edit Expense Type is clicked.

To add an expense type:

1. From the Dashboard, navigate to > **Expense** > **Expense Types**.
2. Click **Add**.
3. Enter the required fields.
4. Click **Add/Edit Expense Type**.

1.12.1.2 Editing an Expense Type

To edit an expense type:

1. From the Dashboard, navigate to > **Expense** > **Expense Types**.
2. Select the expense type to be edited, and click **Edit**.
3. Edit the necessary fields.
4. Click **Add/Edit Expense Type**.

1.12.1.3 Deleting an Expense Type

Expense types with associated expense items cannot be deleted.

To delete an expense type:

1. From the Dashboard, navigate to > **Expense** > **Expense Types**.
2. Select the expense type to be deleted, and click **Delete**.
3. Click **OK** on the pop-up window.

1.13 Expense Itemization Management

Expense itemizations enable the organization to further break down an expense item into itemized details. For example, a lodging expense item can be further broken down into room rates, taxes, entertainment, etc.

The following are required to set up expense itemizations.

- Access to the Expense module
- Permission 2007 – Manage Expense Types and Itemization Fields

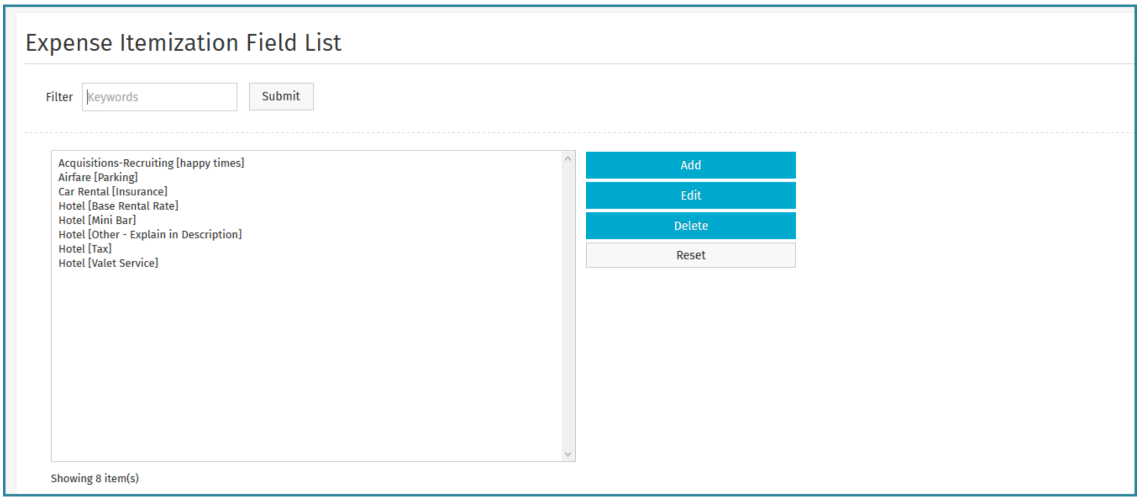


Figure 26: Expense Itemization Management page

Table 22: Expense Itemization List action definitions

Actions	Definition
Edit	Edits an existing expense itemization.
Add	Adds a new expense itemization.
Delete	Deletes an existing expense itemization.

Table 22: Expense Itemization List action definitions (continued)

Actions	Definition
Clear Entries	Resets entries that have not been saved.

1.13.1 Addition and Editing of Expense Itemization Fields

The Add Expense Itemization and Edit Expense Itemization page have the same attributes.

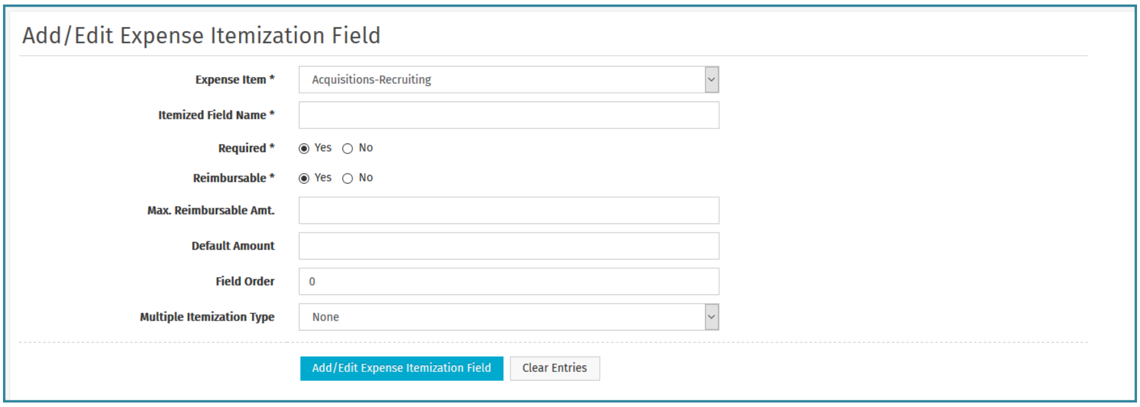


Figure 27: Add/Edit Expense Itemization Field page

Table 23: Add/Edit Expense Itemization field definitions

Field	Definition
Expense Item*	Select an expense item from the drop down list. This is a required field.
Itemized Field Name*	Enter a name for the itemized field. This is a required field.
Required*	If Yes is selected, then this field is required in the Expense wizard steps.
Reimbursable*	If the No is selected, then the system deducts the value of this expense from the total reimbursement value.
Max Reimbursable Amount	Enter the maximum amount for the expense itemization in dollars the organization allows for reimbursement. If specified, the system only reimburses up to this amount for any expense itemized in this field.
Default Amount	Enter the default amount for this field. For example: 0
Field Order	Enter a numeric value, which decides the order in which the added fields are displayed in the Itemization Entry page when more than one field is added.
Multiple Itemization Type*	Select date to provide multiple records for the selected expense type for the same expense report. This is a required field.

1.13.1.1 Adding an Expense Itemization Field

To add an expense itemization field:

1. From the Dashboard, navigate to > **Expense** > **Expense Itemizations**.
2. Click **Add**.

3. Complete the required fields.
4. Click **Add/Edit Expense Itemization field**.

1.13.1.2 Editing an Expense Itemization Field

To edit an expense itemization field:

1. From the Dashboard, navigate to > **Expense** > **Expense Itemizations**.
2. Select the expense itemization field to be edited and click **Edit**.
3. Edit the necessary fields.
4. Click the **Add/Edit Expense Itemization field**.

1.13.1.3 Deleting an Expense Itemization Field

To delete an expense itemization field:

1. From the Dashboard, navigate to > **Expense** > **Expense Itemizations**.
2. Select the Expense Itemization field to be deleted, and click **Delete**.
3. Click **OK** on the pop-up window.

2 Other Data

Other data is an area of the system that is used to capture data that does not fall into a specific category. However, depending on the organization, these data points may or may not be used as part of product implementation. Some of the most common data points that are considered during and after an implementation are shipping options and account codes. Depending on the complexity of business, the other topics covered in this section may also be helpful to review and understand, especially in terms of what the system is capable of.

The following table describes the process for defining additional base data.

Stage	Task	Definition
1	Shipping Options	Shipping options provide a way to define how the organization ships items.
2	Account Codes	Account codes allow an account code for all items that are ordered from the catalog or vendor.
3	Exchange Rates	Exchange rates (multi-currency function) allow the setup of specific exchange rates between the vendor currency and the base currency of the system.
4	Look ups	Look ups are used to either define a set of values for selection in a pull down or pop up window from an internal or external source.
5	Client/Sites	Clients/Sites help in project setup, where projects are associated with a client site.
6	Projects	Projects helps in tracking project related activity and spend.

2.1 Shipping Options Management

Shipping options determines the method of how items are delivered. Shipping options are available for selection during the requisitioning, purchasing process, and during shipments from Inventory.

The following permission is required to access this functionality:

- 27 – Manage Shipping Options

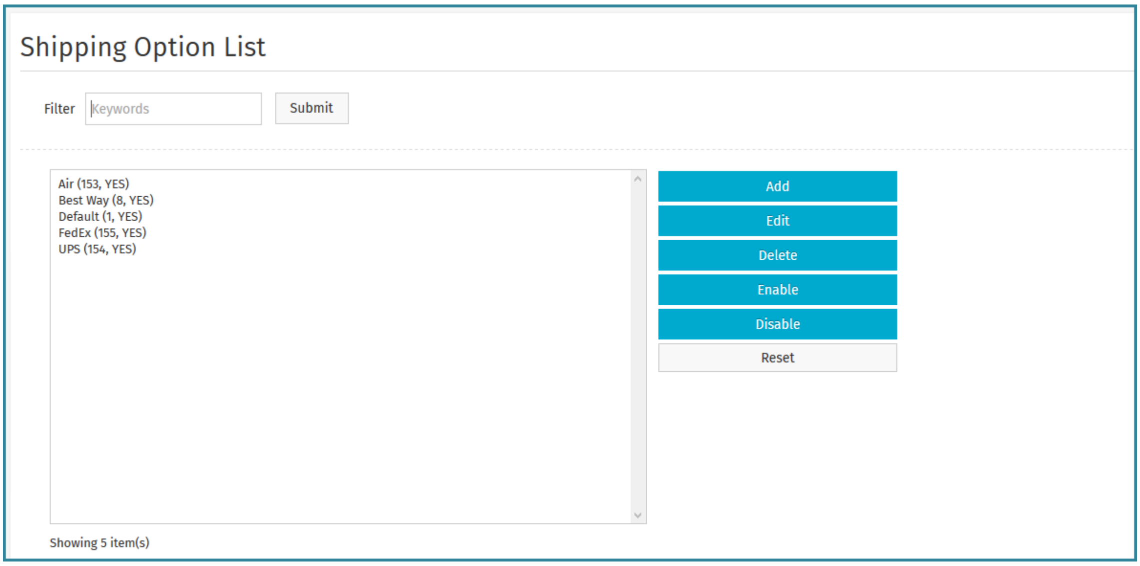


Figure 28: Shipping Option Management page

Table 24: Shipping Options List action definitions

Action	Definition
Add	Allows the user to add new shipping options.
Edit	Allows the user to edit existing shipping options.
Delete	Allows the user to delete existing shipping options.
Enable	Allows the user to enable shipping options that have been disabled.
Disable	Allows the user to disable a shipping method without deleting it.
Clear Entries	Allow the user to clear entries that have not been saved.

The shipping options display three important pieces of information as shown in the following sample.

```
Air (153, YES)
```

Value	Definition
Air	The shipping option name.
153	The system generated shipping option ID.
YES	The shipping option is enabled.

2.1.1 Addition and Editing of Shipping Options

The Add Shipping Option and the Edit Shipping Option pages have the same attributes.

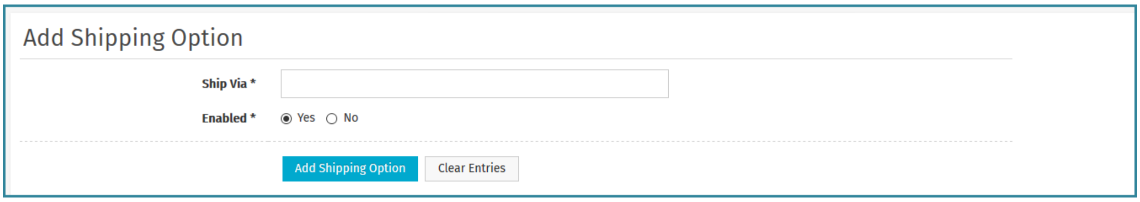


Figure 29: Add Shipping Option page

Table 25: Add Shipping Option field definition

Field	Definition
Ship Via	This is the formal name of the shipping option. The requester views the selections entered, so be sure to name the shipping method very clearly.
Enabled	The selection of yes makes the option available to the requesters.

2.1.1.1 Adding a Shipping Option

To add a shipping option:

1. From the Dashboard, navigate to > **Other Data** > **Shipping Options**.
2. Click **Add**.
3. Complete the required fields.
4. Click **Add Shipping Option**.

2.1.1.2 Editing a Shipping Option

To edit a shipping option:

1. From the Dashboard, navigate to > **Other Data** > **Shipping Options**.
2. Select the shipping option to edit and click **Edit**.
3. Edit the necessary fields.
4. Click **Edit Shipping Option**.

2.1.2 Web Tracking of Shipments

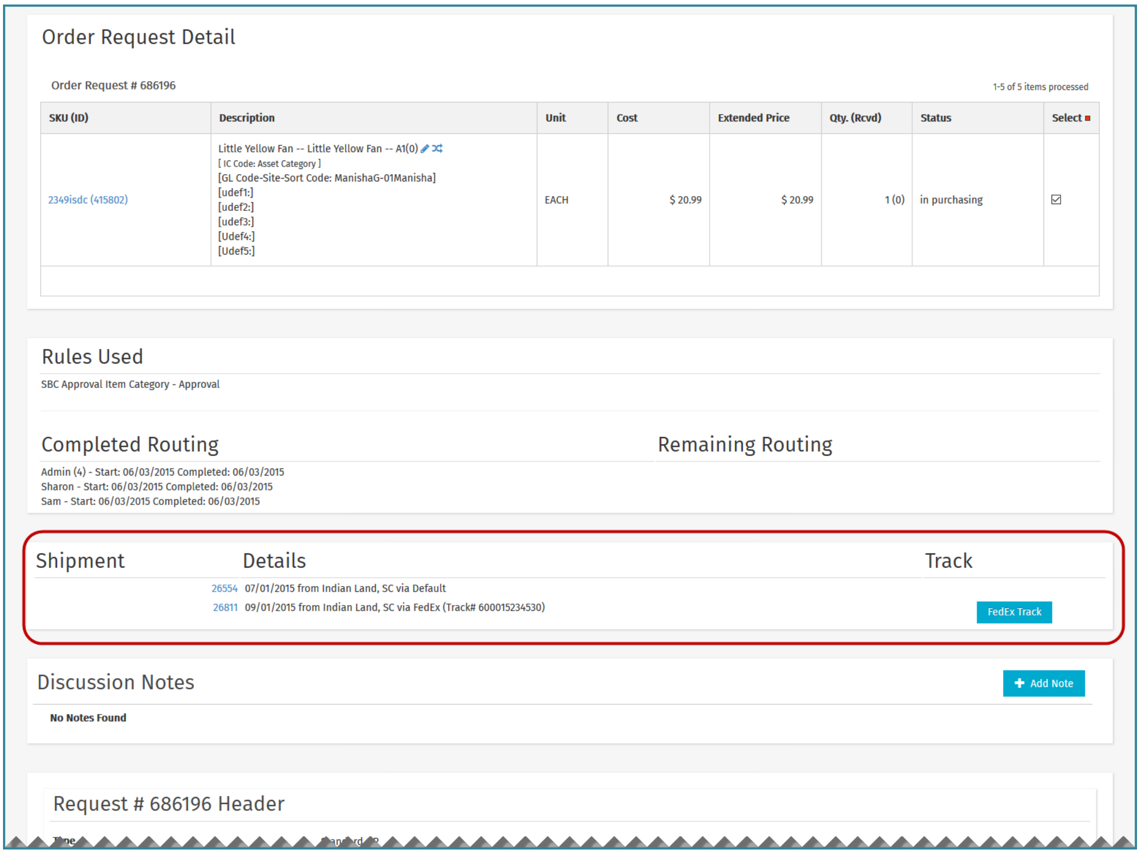


Figure 30: Order Request Details page – Displaying link to track the Shipment

Purchase Manager enables users to perform web tracking of shipments, if the shipping option name contains FedEx, UPS, or DHL in the Ship Via field. For the tracking to be enabled, the tracking number should be entered when creating the shipment for warehouse orders. If any of the purchase order items are shipped using these options, then the user is able to view a Track action when viewing the Order Request details, which takes them to the respective websites for tracking the shipment.

When viewing the order request from Manage Requests, the Track link is displayed. Clicking FedEx Track takes users to the FedEx website to track the order.

2.1.3 Deleting Shipping Options

To delete a shipping option:

1. From the Dashboard, navigate to > **Other Data** > **Shipping Options**.
2. Select the shipping option to delete and click **Delete**.
3. Click **OK** on the pop-up window.

2.1.4 Disabling a Shipping Option

Selecting the shipping option, clicking Edit, and selecting No for the Enabled field disables the shipping option.

The disable option can be used to disable a shipping option instead of deleting it. Once an option is disabled, it can be enabled again by clicking Enable.

To disable a shipping option:

1. From the Dashboard, navigate to > **Other Data** > **Shipping Options**.
2. Select the shipping option to disable and click **Disable**.

2.1.5 Enabling a Shipping Option

Selecting the shipping option, clicking Edit, and selecting Yes for the Enabled field enables the shipping option.

To enable a shipping option:

1. From the Dashboard, navigate to > **Other Data** > **Shipping Options**.
2. Select the shipping option to enable and click **Enable**.

2.2 Exchange Rates Management

In order to establish multi-currency or to specify global exchange rates, pre-set exchange rates must be defined. The system may also be configured to load exchange rates. Contact your Basware Client Care team for help with loading exchange rates.

The following permission is required to access this functionality:

- 87 – Manage Currency Rates

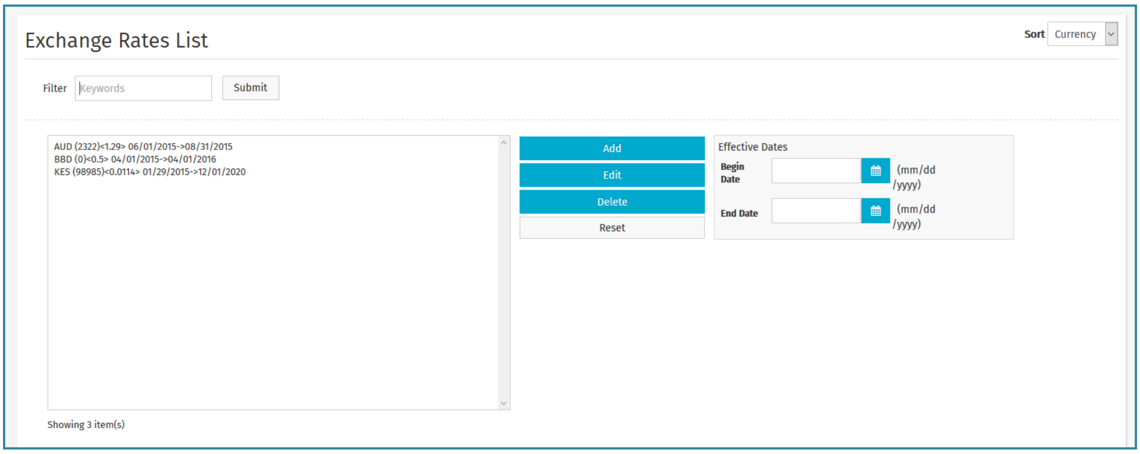


Figure 31: Manage Exchange Rates page

Table 26: Exchange Rates List action definitions

Action	Definition
Edit	Allows the user to edit an existing Exchange Rate.
Add	Allows the user to add a new Exchange Rate.
Delete	Allows the user to delete an Exchange Rate.
Reset	Allows the user to erase entries not saved in the system.

The list of exchange rates displayed can be sorted based on these options:

- Currency
- Vendor ID
- Start Date
- End Date

To sort based on any of these options, select the option in the Sort drop-down field, and click Filter/Sort.

2.2.1 Addition and Editing of Exchange Rates

The Add Exchange Rate and Edit Exchange Rate pages have same attributes. The system's set Base Currency is listed in the header - for this example, the base currency is USD.

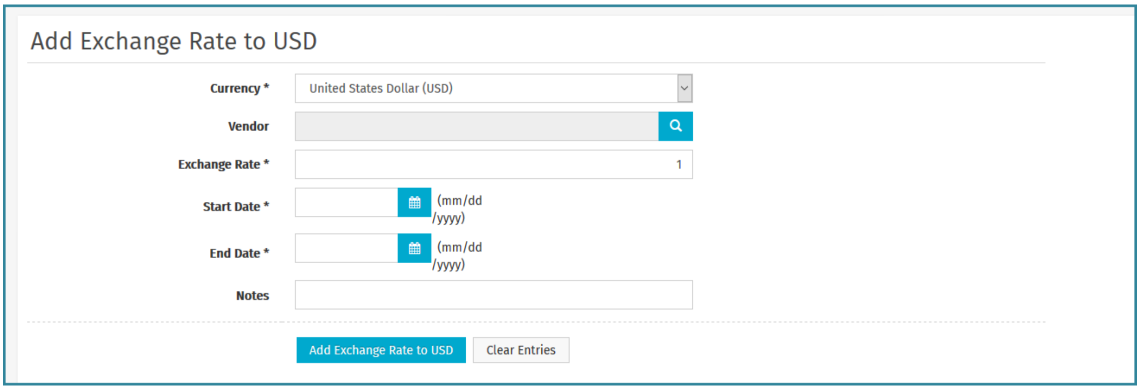


Figure 32: Add Exchange Rate page

Table 27: Add Exchange Rate field definition

Field	Definition
Currency	Select the currency for which the exchange rate needs to be added from the drop-down list.
Vendor	Select a vendor if the exchange rate needs to be applied to a specific vendor. (Vendor specific rate takes precedence over global rate.)
Exchange Rate	Enter the actual exchange rate compared to the base currency (USD). This should be set such that Cost * Rate = Cost in Base Currency.
Start Date	Enter a date when the exchange rate becomes effective.
End Date	Enter a date when the exchange rate ceases to exist.
Notes	Enter any details regarding the exchange rate.

2.2.1.1 Adding an Exchange Rate

To add an exchange rate:

1. From the Dashboard, navigate to > **Other Data** > **Exchange Rates**.
2. Click **Add**.
3. Select the other currency to define the rate to in the Currency drop-down field.
4. Select a vendor to apply the new exchange rate to instead of going through the process of editing the vendor. Each method of updating a vendor is equally valid.

> The key to understanding the difference in applying a global exchange rate and a vendor specific rate is that a vendor specific rate takes precedence over the global rate. For example, if a global rate on the Euro is established at 1.35 and a vendor in Belgium has a negotiated rate of 1.30, the vendor specific rate takes effect when items are ordered from that vendor. All other Belgian vendors (those without specific vendor rates) have the global rate of 1.35.

5. In the Exchange Rate field, enter the actual exchange rate compared to the base currency. For example, if a user wants to establish an exchange rate for the Euro and the dollar, the

user enters how many dollars it takes to equal 1 of the new currency. So, for example, if the Euro is worth 1.07 dollars, the user would enter 1.07 in the exchange rate box. The default exchange rate is 1.

6. Enter a start date and end date if the specified rate is time specific.

> Quite often, a vendor and client negotiate a rate to be enforced during purchasing for a limited time. By enabling an exchange rate with a start and end date, that negotiated rate is effectively locked in.

7. Enter notes (not mandatory) to detail out any pertinent information regarding the arrangement.
8. Click **Add Exchange Rate to USD**.

2.2.1.2 Editing an Exchange Rate

To edit an exchange rate:

1. From the Dashboard, navigate to > **Other Data** > **Exchange Rates**.
2. Select the exchange rate to edit and click **Edit**.
3. Edit the necessary fields.
4. Click **Edit Exchange Rate to USD**.

2.2.1.3 Deleting Exchange Rates

To delete an exchange rate:

1. From the Dashboard, navigate to > **Other Data** > **Exchange Rates**.
2. Select the exchange rate to delete and click **Delete**.
3. Click **OK** on the pop-up window.

2.2.2 Effects of Exchange Rates

When an exchange rate is set up, the affected areas of the system are:

- The Shopping Cart page
- The Off Catalog Request page
- The Items to Order page
- Purchase Order Print Preview page
- The Purchase Order Details page
- Reconciliation pages

Example 1

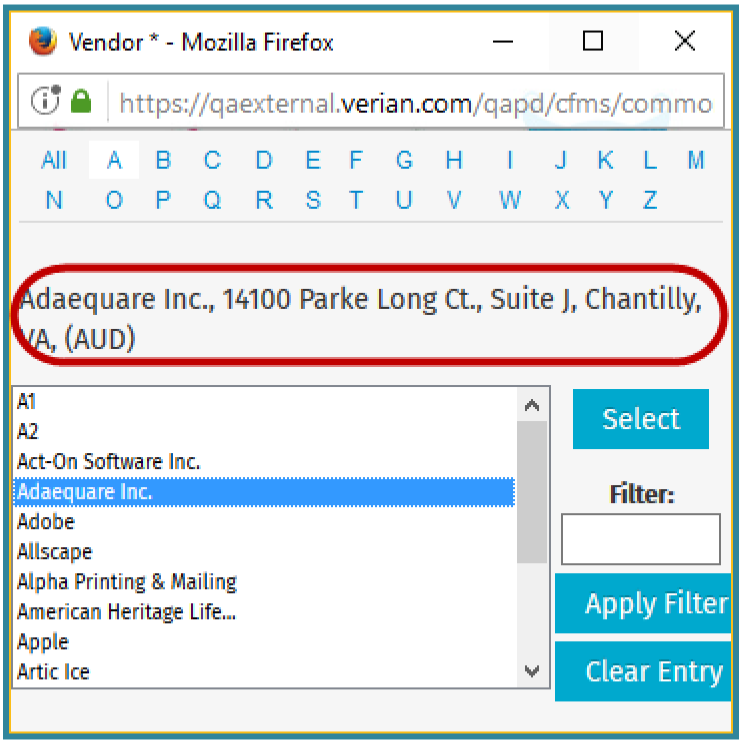


Figure 33: Vendor search with selected vendor's currency shown

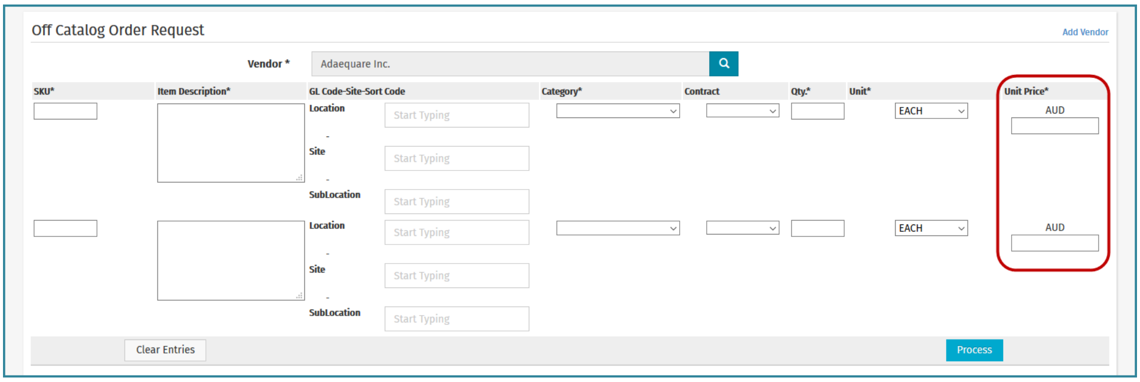


Figure 34: Off Catalog Request with a vendor that uses a different currency

When a vendor whose currency is different than the base currency is selected for an off catalog request, the currency abbreviation is shown next to the vendor's name in the Search Vendor pop-up and next to the Unit Price field when creating lines for the off catalog request.

Example 2

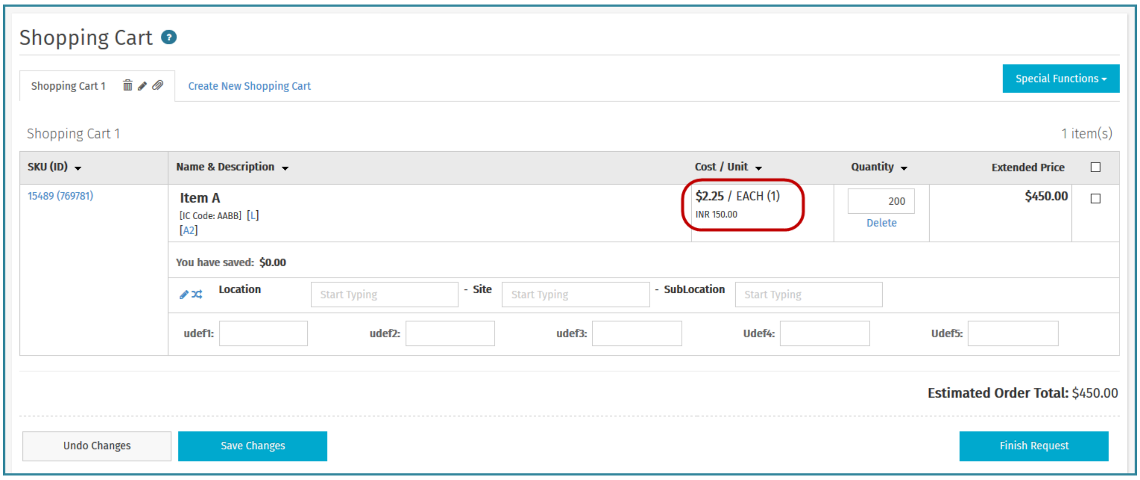


Figure 35: Shopping Cart – Displaying the effect of Exchange Rate

The item is selected and placed in the shopping cart by a user. The pricing information is detailed in dollars AND Indian Rupees. The estimated order total is listed out in dollars, even though the vendor is paid in INR.

Example 3

When an item is in Items to Order status, the pricing detail is also clearly displayed.

Example 4

To illustrate what this looks like at the time of purchasing, the sample purchase order below shows the effects of multi-currency as applied. The pricing information is listed in BOTH dollars and Indian Rupees (INR). The COST of the item is $2.25, but since the vendor is paid in rupees, the actual amount paid is 150 INR. The exchange rate is not listed specifically, but all relevant pricing information is clearly shown on the purchase order. The exchange rate for this example would be 0.015 INR to 1 USD.

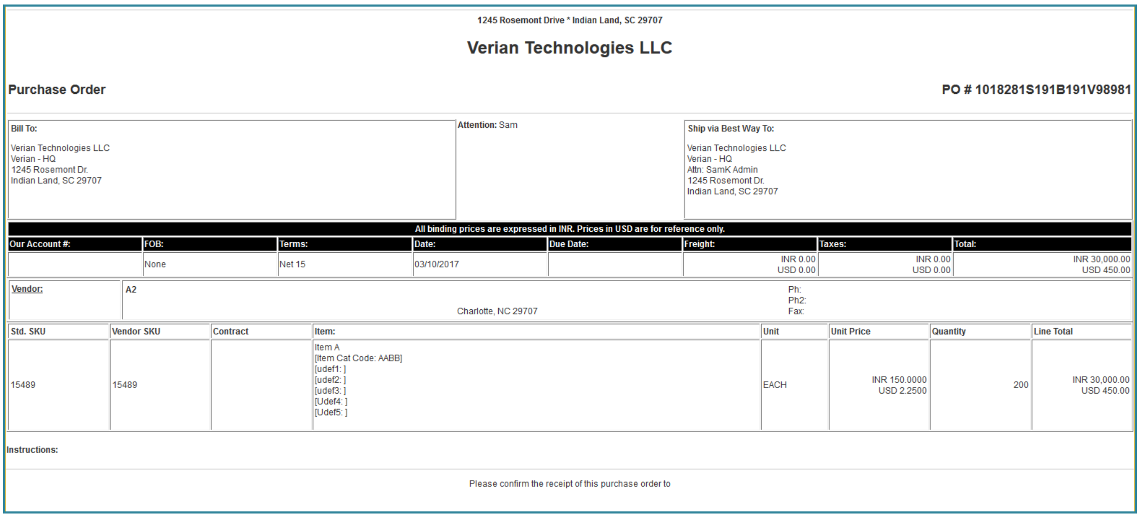


Figure 36: PO Preview page

Example 5

Now that the vendors and exchange rates are set up and orders placed, the next area to view the exchange rate information is in the Purchase Order Detail page. As illustrated below, the Purchase Order Detail page actually displays the foreign currency for that purchase order (Australian Dollars). It should be noted that different vendors might have different negotiated exchange rates even if they are using the same currency.

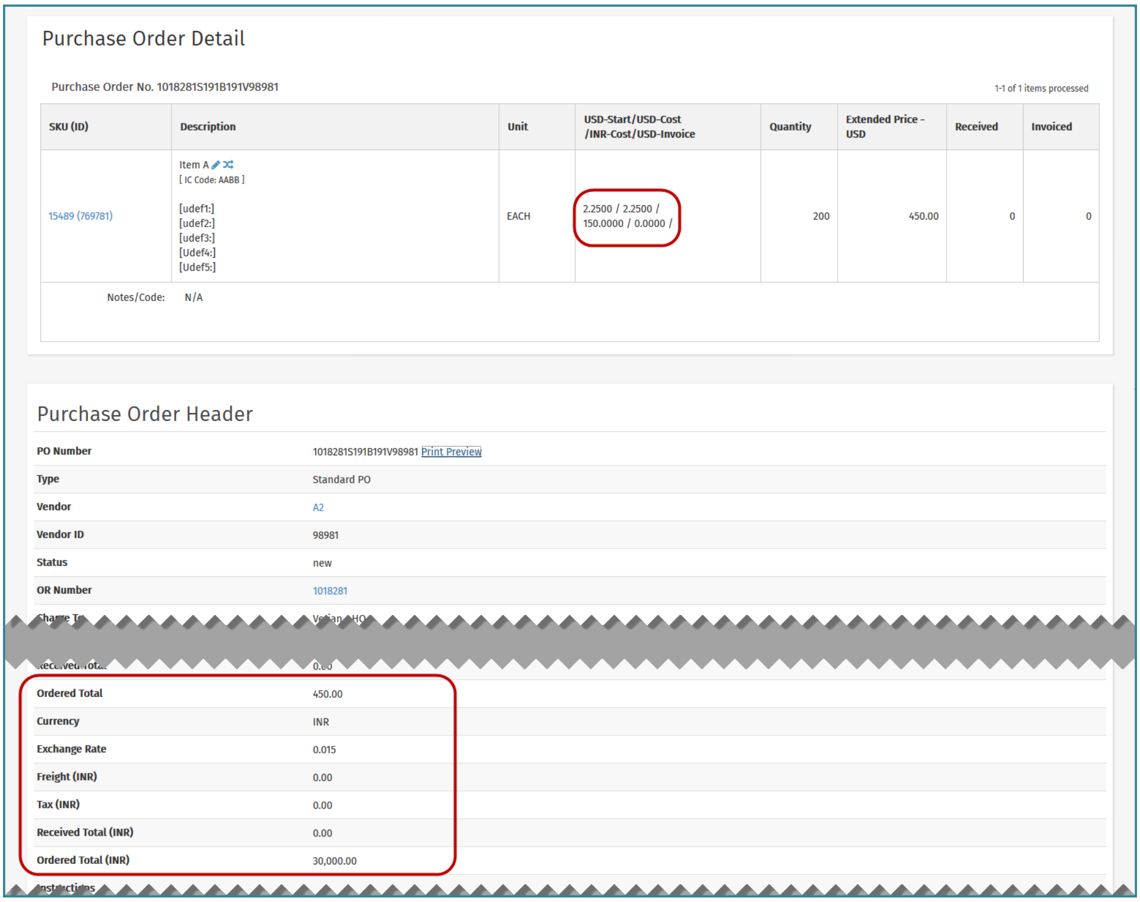


Figure 37: View Purchase Order Detail page

The exchange rate of 0.015 is clearly displayed in the detail section. This view allows a user to see not only pricing information regarding the purchase order, but also to understand the application of the exchange rate and what it is. Again, there may be instances when different vendors using the same currency may have different exchange rates. A vendor specific exchange rate takes precedence over a globally applied exchange rate for a specific currency.

Example 6

The final area noticeably affected by exchange rates is that of reconciling. When items are received there is no pricing information given. The primary concern during receiving is quantity, not price. However, during reconciliation, price and quantity are both key factors. As with the Purchase Order Detail page, the Received PO Detail page provides both base currency and exchange currency information.

The top half of the Received PO page allows the user to view specific pricing data (in both the base and exchange currency) as well as the receiving information required to accurately reconcile the purchase order. Note that the base currency and exchange currency are shown together, with the extended price listed in the base currency.

The bottom half of the Received PO page shows specific base and exchange currency information, as well as the exchange rate.

When the reconciliation process occurs, pricing and quantity are key. To illustrate the information detailed during reconciliation, the page shows such information as order status, received and ordered total (in base currency), and received and ordered total in exchange currency as well as the exchange rate.

2.3 Lookup Management

Look ups are used to define a set of values pulled from either an internal or an external source for quick selection in a drop-down or pop-up window.

Look ups can be created in the Administration area and can be entered as static values or can be defined as dynamic look ups.

The following permission is required when implementing this functionality:

- 18 – Manage System Settings

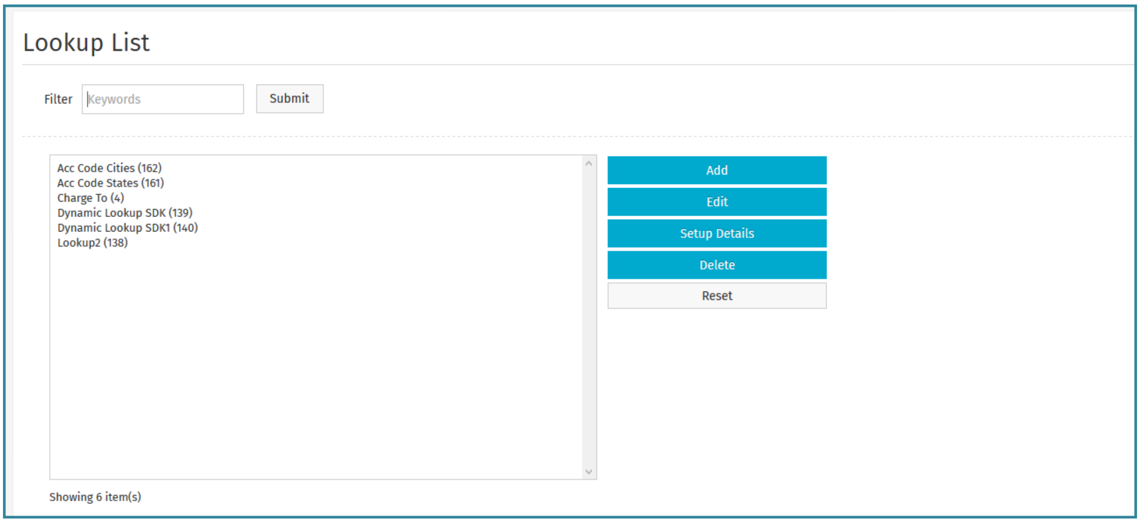


Figure 38: Look up Management page

Table 28: Lookup List Action Definitions

Action	Definition
Edit	Edit an existing look up field.
Add	Add a new look up field.
Setup Details	Add values to the look up field.
Delete	Delete the look up field.
Clear Entries	Reset entries of fields that have not been saved.

2.3.1 Addition and Editing of Lookups

The Add lookup and Edit Lookup pages have the same attributes.

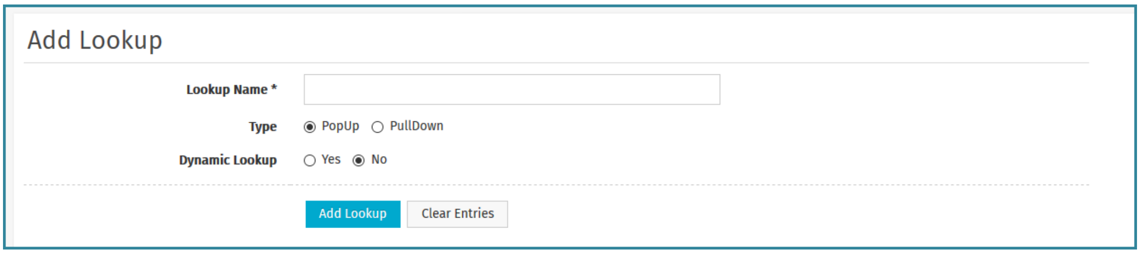


Figure 39: Add Lookup page

Table 29: Add Lookup field definitions

Field	Definition
Lookup Name	Enter the name of the lookup field.
Type	Assign the type of the field. Example: A pop-up menu or a pull down list.
Dynamic Lookup	Determine whether this is a list of static values or is dynamic based on the specified SQL statement and other selections following.

2.3.1.1 Adding a Lookup

To add a lookup:

1. From the Dashboard, navigate to > **Other Data** > **Lookups**.
2. Click **Add**.
3. Enter information in the necessary fields.
4. Click **Add Lookup**.

2.3.1.2 Editing a Lookup

To edit a lookup:

1. From the Dashboard, navigate to > **Other Data** > **Lookups**.
2. Select the look up to edit and click **Edit**.
3. Edit the necessary fields.
4. Click **Edit Lookup**.

2.3.1.3 Delete Lookups

If the look up field is deleted, the setup details are deleted.

To delete a lookup:

1. From the Dashboard, navigate to ⚙ > **Other Data** > **Lookups**.
2. Select the look up to delete and click **Delete**.
3. Click **OK** on the pop-up window

2.3.2 Dynamic Lookup

Dynamic lookups contain a SQL statement pointed to a data source that dynamically pulls the set of values at the time of selection.

Dynamic lookups work only with SQL or MySQL databases.

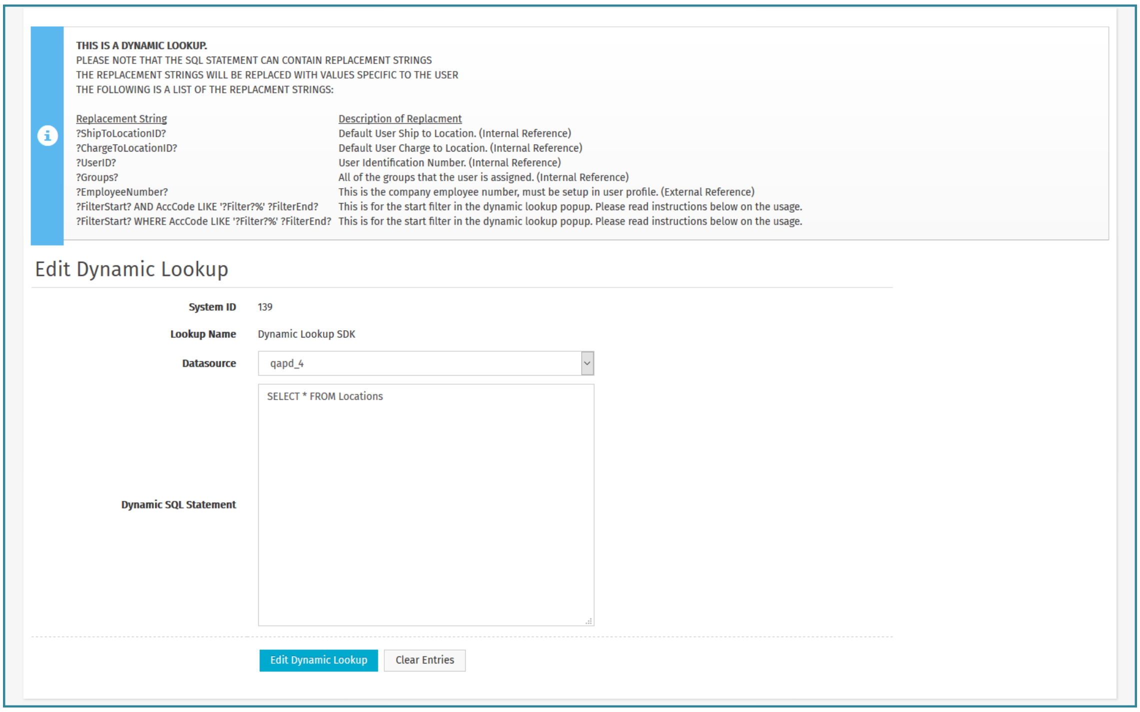


Figure 40: Add Dynamic Look Up page

Table 30: Add Dynamic Look Up page field definitions

Field	Definition
System ID	The system generated ID for the look up. This is a non-editable field.
Look up Name	The name entered when adding the look up. This is a non-editable field.
Data Source	Select the data source from which the data is extracted. This is configured by your Basware Implementation or Client Care team.

Table 30: Add Dynamic Look Up page field definitions (continued)

Field	Definition
Dynamic SQL Statement	Enter a SQL statement for the dynamic look up.

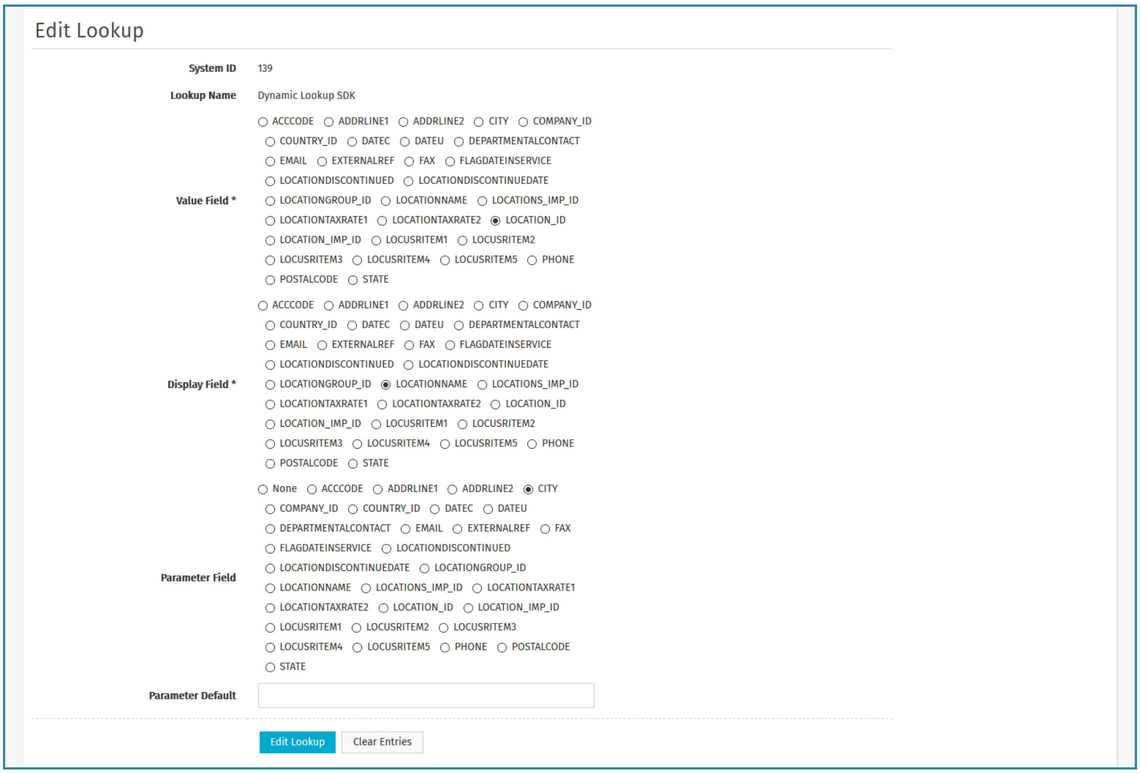


Figure 41: Add Dynamic Look up Step 2

Table 31: Add Dynamic Look up Step 2 field definitions

Field	Definition
System ID	The system generated ID for the look up. This is a non-editable field.
Look up Name	The name entered when adding the look up. This is a non-editable field.
Display Field	Select the values to be displayed for the look up.
Value Field	Select the field that needs to be saved to the database.
Parameter Field	Select a field if the results need to be filtered further based on the criteria entered in Parameter Default field.
Parameter Default	Enter the filter criteria. Example: Depending on the field selected in the Parameter field, only values starting with A are displayed.

2.3.2.1 Adding a Dynamic Lookup

To add a dynamic lookup:

1. From the Dashboard, navigate to ⚙ > **Other Data** > **Lookups**.

2. Click **Add**.
3. Enter the name for the look up.
4. Select whether the look up needs to be a drop-down or pop-up menu.
5. Select the Yes radio action for the Dynamic Look Up field.
6. Click **Add Look Up**.
7. Select a data source from the drop-down list.
8. Enter a SQL statement.
9. Click **Edit Dynamic Look Up**.
10. Complete the required fields.
11. Click **Edit Look Up**.

2.3.3 Lookup Details

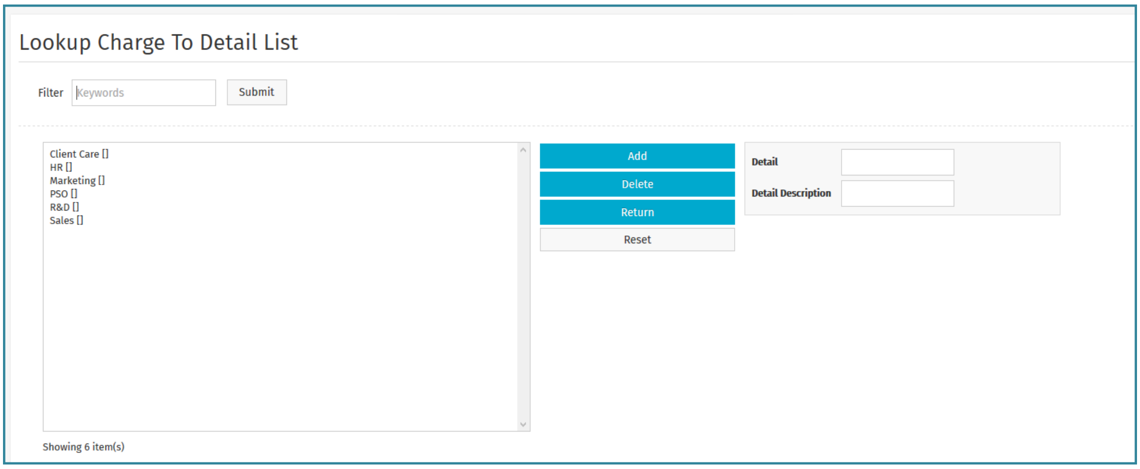


Figure 42: Look up Details Management page

Table 32: Lookup Details action definitions

Action	Definition
Add	Add a value to the look up field.
Delete	Delete a look up field.
Return	Return to the Main Look up page.
Clear Entries	Reset entries that have not been saved.

Table 33: Lookup Details field definitions

Field	Definition
Detail	The text entry field for the setup detail.
Detail Description	The detailed description of the entered text.

2.3.3.1 Adding Lookup Details

To add lookup details:

1. From the Dashboard, navigate to > **Other Data** > **Lookups**.
2. Select the lookup to add and click **Setup Details**.
3. Enter the detail in the Detail Field.
4. Enter the description for the detail in the Detail Description field.
5. Click **Add**.

2.3.3.2 Deleting a Lookup Detail

To delete a look up detail:

1. From the Dashboard, navigate to > **Other Data** > **Lookups**.
2. Select the lookup to delete and click **Setup Details**.
3. Select the lookup detail to delete and click **Delete**.
4. Click **OK** on the pop-up window.

2.4 Job Queue Management

The job queue allows users to view the status of submitted jobs and download completed jobs. The job queue processor supports standard reports (Purchase Manager and Invoice Manager).

The job queue processor runs on the server as a system scheduled task and picks up the jobs that are placed in the queue and runs them in the order they are received. Jobs are run one at a time with the system checking that no job is currently running before starting the next one (every 61 seconds by default).

The jobs processor does the following when executing jobs:

If…	Then…
A job is completed successfully,	The user is notified and is able to download the report from the job queue.
A job runs longer than the server session timeout,	The job is automatically terminated by jobs processor, and the user who created the job is notified. The user is able to view the details from the job queue.
There is an error during the job process,	The job status indicates that there was an error when executing the job and the user is notified. The user is able to view the details from the job queue.
A job is terminated by the global administrator,	The job status indicates that the job was terminated. The user is able to view the details from the job queue.

If…	Then…
A job is cancelled by another user other than the job creator,	The job status indicates that the job was cancelled.

Jobs that are no longer in queued status are removed from the grid based on global system setting *21080 – Days to Keep Job Queue History*. The default value is 30 days.

Users are notified based on the Notify Via configuration in the user profile.

The following permission is required to access this functionality:

- 18 – Manage System Settings

Users with permission *18 – Manage System Settings* are able to view all jobs in the job queue. Users without permission 18 are only able to view their jobs in the job queue.

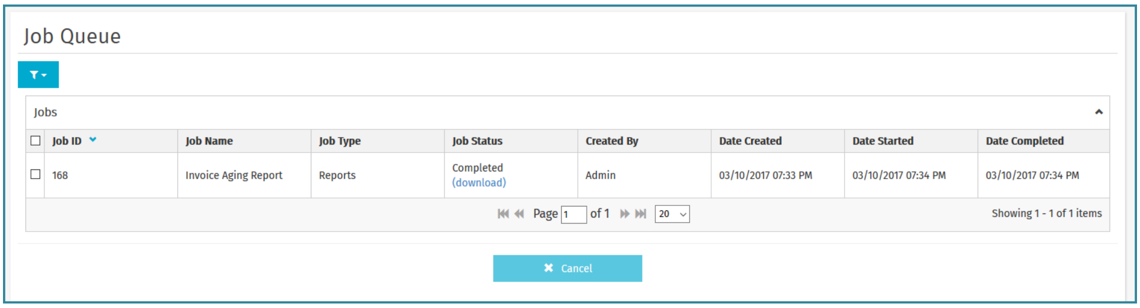


Figure 43: Job Queue Management page

The (download) link expires after the session timeout period (default: 20 minutes). The session timeout period is required to prevent unauthorized access to sensitive data. A new (download) link can be obtained by returning to the Job Queue page after logging in to the system.

Table 34: Job Queue page column definitions

Column	Definition
Job ID	Displays the system assigned ID for the job.
Job Name	Displays the job name. Example: Order Requests (Standard Report Name)
Job Type	Displays the job type. Example: Reports
Job Status	Displays the status for the job. The statuses are as follows: Queued – the job is in the queue to run In Progress – the job is being executed Completed – the job has been executed successfully Cancelled – the job was cancelled by a user Error – the job was not executed successfully Terminated – the job was terminated by a global administrator while the job was in progress
Created By	Displays the name of the user who created the job.

Table 34: Job Queue page column definitions (continued)

Column	Definition
Date Created	Displays the date and time the job was created.
Date Started	Displays the date and time the job was started.
Date Completed	Displays the date and time the job was completed.

- The (download) link takes the user to the completed job information.
- The (details) link displays information regarding the job error or termination.

Table 35: Job Queue page action definition

Action	Definition
Cancel	Allows the user to cancel a job that has not been executed.

Filter Options

The order requests displayed in the grid can be filtered by the following columns:

- Job Type
- Job Status

Users are able to add and delete filters to locate and narrow down the information needed. The filters work in a funnel-like fashion to return the results. The first filter returns the most results, and each filter after that keeps narrowing down the information. There is one exception to this. When the same filter is repeated with different criteria, the results matching both filters are returned.

When the same filter is repeated with different criteria, the results matching both filters are returned

Grid Filter Features

Filters can be added and removed except for the first filter.

Individual filters can be removed by clicking the Remove icon ✖ .

All the filters can be cleared at once.

The following column filters support predefined list of values:

- Job Type
- Reports
- API Call
- Imports
- Job Status
- Queued
- In Progress
- Error
- Completed

The filter, the max lines displayed, and the sort are maintained (sticky) for a single browser and machine. Once a filter is applied, it is stored in the browser's cookies. When the user leaves the page and returns to the same page, the same filter is applied. The filter is saved in the browser's cookies for 10 days unless the browser's cookies are cleared. If the user modifies, deletes, or creates a new filter, the newest filter is the filter that is maintained.

When API Call or Imports are selected for job type, no information is returned at this time since those job types do not exist at this time.

Sort Options

Approvers are able to sort column information in the approval grid by ascending and descending order from a drop-down menu based on these columns:

- Job ID
- Job Name
- Job Type
- Job Status
- Created By
- Date Created
- Date Started
- Date Completed

2.4.1 Cancelling a Job

To cancel a job:

1. From the Dashboard, navigate to > **Other Data** > **Job Queue**.
2. Locate the queued job that needs to be cancelled.
3. Click the checkbox to the left.
4. Click **Cancel**.

2.4.2 Downloading a Completed Job

This information is displayed in PDF or Excel format, depending on the selection made by the user when the report for the job queue was created.

To download a completed job:

1. From the Dashboard, navigate to > **Other Data** > **Job Queue**.
2. Select the Other Data drop-down menu.
3. Select and click Job Queue from the submenu.
4. Locate the completed job you want to view.

5. Click **(download)**.

2.4.3 Viewing Details for a Job

To view details for a job:

1. From the Dashboard, navigate to > **Other Data** > **Job Queue**.
2. Locate the job you want to view.
3. Click the **(details)** link.

2.5 Work Queues

Work queues group related work tasks together for a group of users to work on more effectively. They can draw attention to items that need review or require you to take additional action on them. Work queues are defined by your Basware Implementation Team or Client Care team and activated for pre-approval or post-approval items.

You can find work queues in the task center. If you have permission to access any items in the work queue, the queue and the number of items in it are listed, as shown in the screenshot below. If a user has access to 5 or more work queues with items, only a single link to the Work Queue Administration page is displayed.

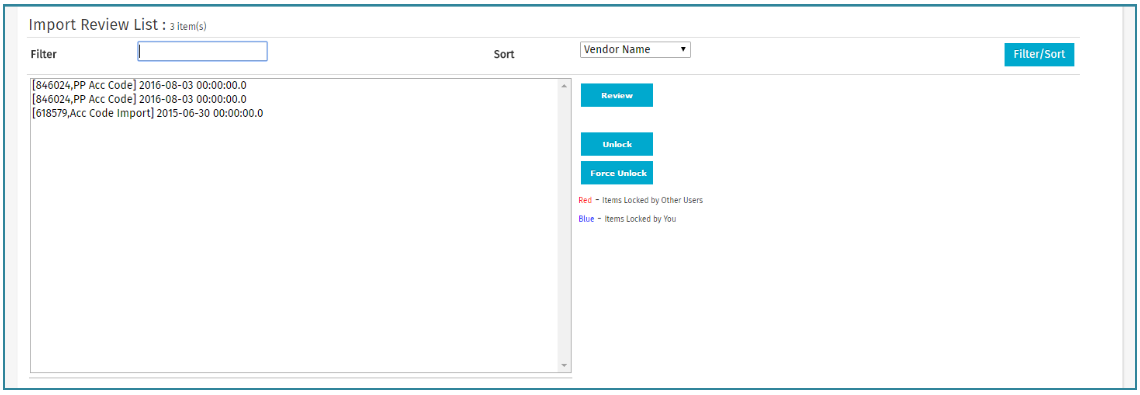


Figure 44: Dashboard Displaying List of Work Queues

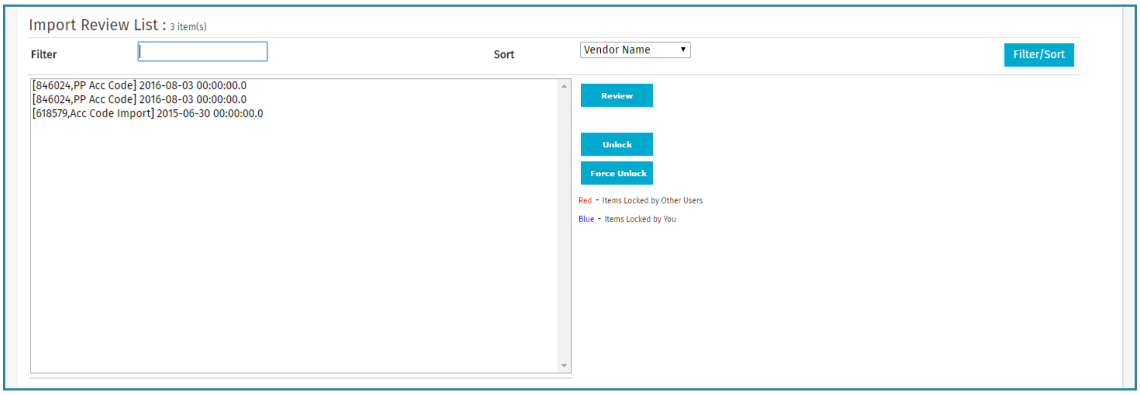


Figure 45: Sample Work Queues Page (Receipt Inspection)

Work queues are dynamic. They can be set up for just about any criteria. They organize work by task for purchase orders, invoices, etc. Different actions can be completed for each work queue. These actions are definable by the client. They could simply be a review of the invoice or could be a revision of any other data points.

Items are evaluated for work queue placement or removal as different actions are performed in the system. This can be approving an invoice, deleting a purchase order, etc. Since the determination for work queue placement is defined by the work queue itself, this is different for every system.

There are two types of work queues available. The first work queue type occurs before approvals and the second occurs after approval. The work queue types in the system are designated as a pre-approval or a post-approval work queues.

Some common elements that are seen when an item enters the work queue are as follows:

- A message is displayed in the task center stating how many items are in certain queues. The queues that are displayed are based on which queues the user has access. If there are items in six or more queues that the user has access to, he sees “x Work Queue Item(s),” where x is the number of items in the queue. If there are items in five or less queues in which the user has access to, he sees each queue listed with the number of items in the work queue.
- When on the Work Queue List page the user may see work queue items in red or blue. If the item is red then another user has the item locked. The only way to unlock these items is if the user is a member of the group that manages this work queue. The user selects the item and clicks the Force Unlock option. If the item is blue then those items were locked by the user. The way to unlock these items is select the item and click the Unlock option.

Work queues are set up for each customer by your Basware Implementation Team or Client Care Team.

2.5.1 Work Queues Management

The Work Queue link can be found under > **Other Data**. This is where users can add new work queues or edit the existing work queues. Users can also add actions to be performed on the work queue using this link.

Requirements

At least one of the following permissions is required to manage work queues:

- 18 – Manage System Settings
- 61 – Manage Accounting Codes
- 3607 – Manage Work Queues

2.5.2 Add Work Queues

Location: > **Other Data** > **Work Queues**

The information and the order of the information in the steps vary depending on the work queue type selected.

To add a work queue:

1. Click **Add**. Add Work Queue - Step 1 displays.
2. Enter the required information.
   - **WQ Type:** Select the desired type from invoices, purchase orders, documents, order requests, and vendor registration, depending on the documents you want in the work queue.
   - **Send Notification To:** Select the user you want to receive a notification when an item is added to the work queue.
   - **Send Message:** If yes, the previously selected user receives a message in the notification when an item is added to the work queue.
   - **Action Timeout Days:** Define the number of days after which, if no action is performed on the item, it is automatically rejected and removed from the queue.
   - **Max Wait Days:** Define the number of days after which, if no action is performed on the item, it is automatically moved to the next queue in the workflow.
   - **Sort Order:** Define at what place in the list of work queues this queue should display.
3. Click **Next**. Add Work Queue - Step 2 displays.
4. Fill out the required information.
   - **WQ Template:** Select a work queue template to auto-fill the SQL statement below. The options vary depending on the work queue type selected earlier.

- **SQL Statement:** Use this field to define what transactions are added to the work queue. When you select a WQ template, this field is auto-filled, but you can edit it if needed.

5. Click **Next**. Add Work Queue - Step 3 displays.
6. Fill out the required information.
   - **Object Type:** In conjunction with **Reference ID**, use this field to select the users or groups of users with access to the work queue. For example, to select all users assigned to location A (ID 1234), select *location* in this drop-down list, then enter the location ID in the **Reference ID** field.
   - **Reference ID:** In conjunction with **Object Type**, use this field to select the users or groups of users with access to the work queue. For example, to select all users assigned to location A (ID 1234) select *location* in the **Object Type**, then enter the location ID in this field.
   - **Apply Item Filter:** Specify if a custom item filter is to be used for work queue lists. The custom filter needs to be created.
7. Click **Finish**.

2.5.3 Editing Work Queue

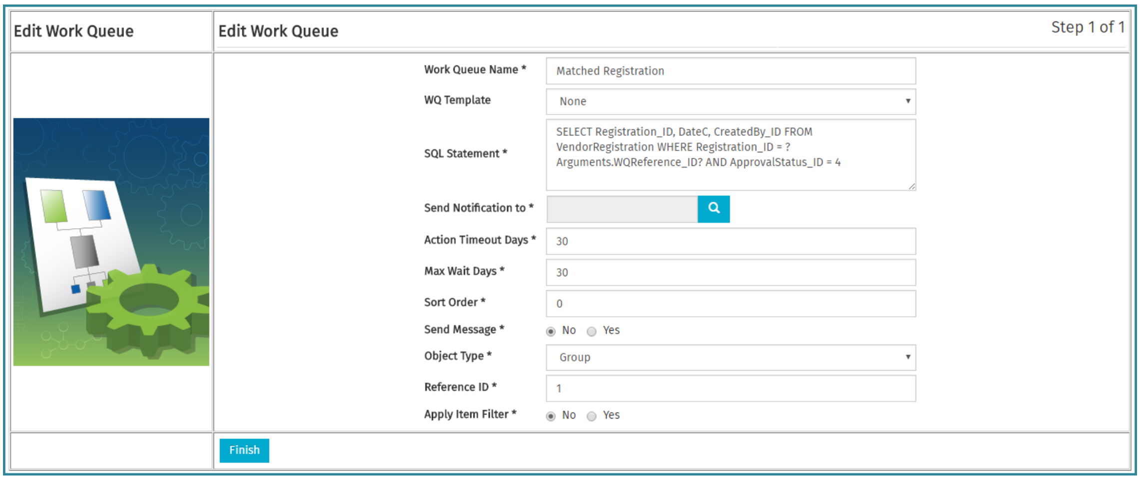


Figure 46: Edit Work Queue Page

To edit a work queue:

1. From the Dashboard, click **Administration icon** on the menu bar.
2. Select the **Other Data** drop-down menu.
3. Select and click **Work Queues** from the submenu.
4. Select the work queue to be edited, and click **Edit**.
5. Edit the necessary fields.

6. Click **Finish**.

2.5.4 Deleting Work Queue

To delete a work queue:

1. From the Dashboard, click **Administration icon** on the menu bar.
2. Select the **Other Data** drop-down menu.
3. Select and click **Work Queues** from the submenu.
4. Select the work queue to be deleted, and click **Delete**.
5. Click **OK** on the pop-up verification window.

2.5.5 Disabling Work Queue

To disable a work queue:

1. From the Dashboard, click **Administration icon** on the menu bar.
2. Select the **Other Data** drop-down menu.
3. Select and click **Work Queues** from the submenu.
4. Select the work queue to be disabled, and click **Disable WQ**.

2.5.6 Enabling Work Queue

To enable a work queue:

1. From the Dashboard, click **Administration icon** on the menu bar.
2. Select the **Other Data** drop-down menu.
3. Select and click **Work Queues** from the submenu.
4. Select the work queue to be enabled, and click **Enable WQ**.

2.5.7 Adding/Deleting Actions on a Work Queue

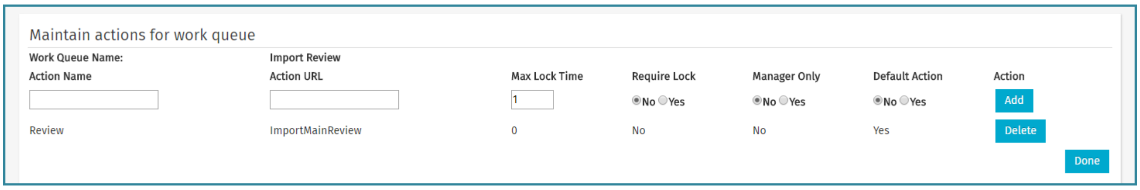


Figure 47: Edit Actions Page

To add/delete actions on a work queue:

1. From the Dashboard, click **Administration icon** on the menu bar.
2. Select the **Other Data** drop-down menu.
3. Select and click **Work Queues** from the submenu.
4. Select the work queue for which actions need to be added or edited.
5. Click **Actions**.
6. Enter the *name to be displayed* as a button on the Work Queue page in the **Action Name** field.
7. Select the *action URL* from the **Action URL** drop-down.
8. Enter the time that determines if the item in the work queue needs to be locked, this is when any user selects an item in the work queue and locks it for a period of time.
9. If items in the work queue need to be locked when any user starts working on it, select *Yes* in the **Require Lock** field.
10. Select if the specific action needs to be accessible only to the managers using the **Manager Only** field.
11. Specify if this action needs to be the default using the **Default Action** field.
12. Click **Add.**
13. If the added action needs to be deleted or edited, click **Delete** next to the added action.
14. Once finished, click **Done**.

2.6 Basware File Manager

The Basware File Manager allows users to manage files based on their functionality within the system. Files can be uploaded, downloaded, deleted, and searched.

The following permission is required to access this functionality:

- 3690 – Can Manage Files

The Basware File Manager List page is empty when first displayed. The user needs to filter for files and click **Retrieve** for information to display in the list box.

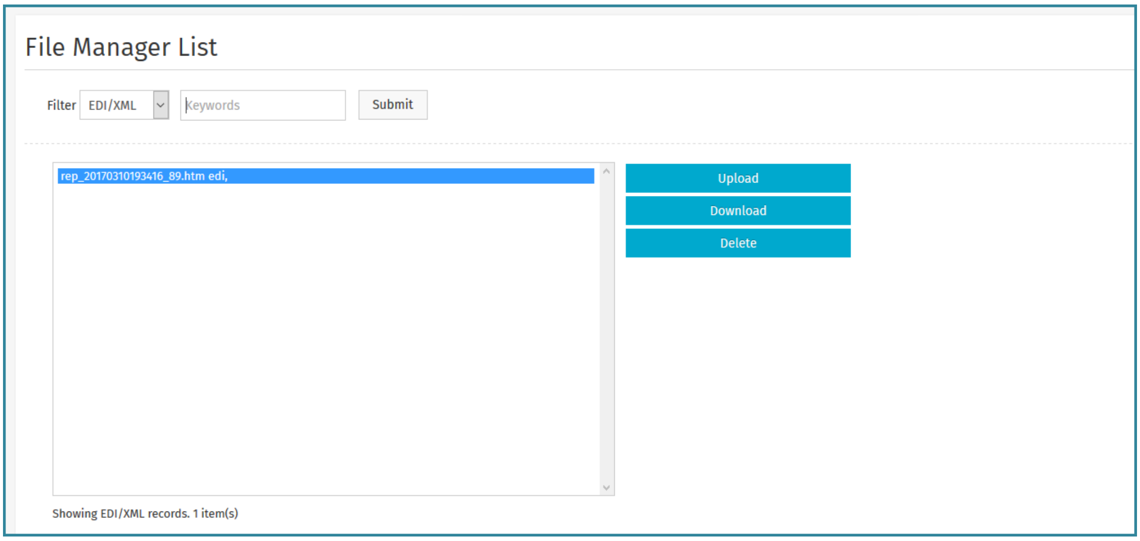


Figure 48: Basware File Manager List page

Table 36: Basware File Manager action definitions

Action	Definition
Upload	Upload files to the Basware File Manager.
Download	Download files from the Basware File Manager.
Delete	Delete files from the Basware File Manager.

The list of files types that can be filtered:

- All
- Imports
- Exports
- EDI/XML
- Archives
- Custom
- Encryption

To filter based on one of these options, select the option in the Filter drop-down field, and click **Retrieve**. To narrow the search, enter additional information in the field.

2.6.1 File Upload

Users are able to upload files for the following:

- Asset
- CRM
- Company Logo
- Contract

- Custom
- Data Attributes
- e-invoice Dropbox
- EDI/XML
- Expense Bin
- Expense Bin – OR Header Description
- Export
- External
- Fax Transport
- Import
- Invoice
- Invoice Image
- Item
- Item Images
- Job
- OR Header
- OR Line
- PO Transport
- PO Header
- PO Line
- RFQ Header
- RFQ Line
- Temporary Invoice
- Temporary Invoice Image
- Tenant Migration
- Vendor Logo
- Vendor PO Term
- Vendor Registration
- Vendor Type PO Term
- Work Order Requests
- Work Order

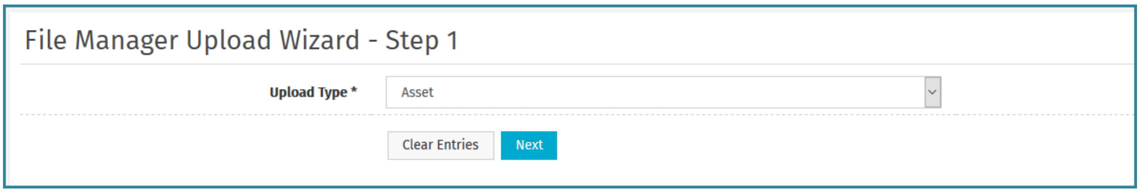


Figure 49: Upload File – Step 1

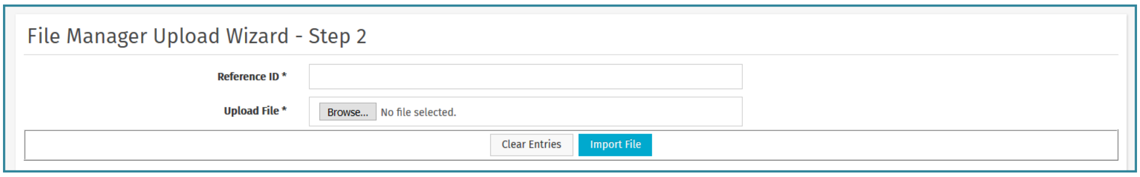


Figure 50: Upload File – Step 2

The information required on this page varies depending on the upload type selected in step 1.

Table 37: File Manager Upload field definitions

Field	Definition
Upload Type	Select the type of file that is to be uploaded.
Reference ID	Enter the reference ID for the file being uploaded if the Reference ID field is displayed on Step 2. Note: A reference ID is not required for all file types.
Upload File	Click Browse to locate the file that is to be uploaded. Once the file is selected and the file path is displayed in the Upload File field, users are able to upload the file.

2.6.1.1 Uploading a File

To upload a file:

1. From the Dashboard, navigate to > **Other Data** > **Basware File Manager**.
2. Click **Upload**.
3. Select the file type to upload from the Upload Type field.
4. Click **Next**.
5. Enter the reference ID for the file type selected if the Reference ID field is displayed.

> The Reference ID field is only displayed when a reference ID is required.

6. Click **Browse**.
7. Locate and select the file to be uploaded.
8. Click **Import File** once the file path for the selected file is displayed in the Upload File field.

2.6.2 Downloading a File

Files need to be displayed in the File Manager List before the download process can begin.

To download a file:

1. From the Dashboard, navigate to > **Other Data** > **Basware File Manager**.
2. Filter for the file to be downloaded.

3. Select the file.
4. Click **Download**.
5. Follow the directions on the pop-up window to open or save the download.

2.6.3 Deleting a File

Files need to be displayed in the File Manager List before the delete process can begin.

To delete a file:

1. From the Dashboard, navigate to > **Other Data** > **Basware File Manager**.
2. Filter for the file to be deleted.
3. Select the file.
4. Click **Delete**.
5. Click **OK**.

2.6.4 Invoice Image Import

When an import specification is created for invoices with images, the invoice images must be placed in the same location as the import file.

- Manual: <file-manager-root>/t<tenant-id>c0/import/Invoices/import-spec-id/manual
- Scheduled: <file-manager-root>/t<tenant-id>c0/import/Invoices/import-spec-id/scheduled

The invoice images can be uploaded as individual PDF documents, or the user can upload a zip file containing multiple PDF documents. If a zip file is used, the PDF documents must be in the root directory of the zip file. If the zip file contains subdirectories, the subdirectories are ignored.

The user can upload the zip files or the PDF documents using the Basware File Manager upload functionality.

The zip files or PDF files can also be placed directly in the appropriate directory by a customized script (for example, a custom import script that moves files from an FTP server into the correct directory).This customized script requires set up by your Basware Implementation or Client Care Team.

When the import specification runs, the system moves all the PDF documents (including those within zip files) to the following Basware File Manager Directory:

<file-manager-root>/t<tenant-id>/c0/invoice/imported

Once the results are processed, any PDF documents referenced by the imported invoices are moved to the following Basware File Manager directory:

<file-manager-root>/t<tenant-id>/c0/invoice/Manual/<MMDDYYYY>

The reference in the database table is updated to reflect this location.

Any PDF documents that are not utilized, remain in the invoice/imported folder. This feature allows the system to process multiple import files at the same time.

If using Amazon S3 file storage, file names are case sensitive. All PDFs must end in lower-case ".pdf", and all values specified in the import file must be a case-sensitive match to the file name.

In the event that two PDF documents with the same name exist in multiple zip files, the system keeps only the last file processed with that name, without failing the import. The system does not guarantee that the zip files are processed in any particular order, so it is important that the user verifies that all PDF documents have unique file names within their system.

If an imported image references a non-existent image, the import does not fail. The invoice is imported, and the user receives a "file not found" message in the Invoice Image Preview pane when viewing the invoice.

2.6.5 Error Conditions

If using Amazon S3 file storage, file names are case sensitive. All PDFs must end in lower-case ".pdf", and all values specified in the import file must be a case-sensitive match to the file name.

In the event that two PDF documents with the same name exist in multiple zip files, the system keeps only the last file processed with that name, without failing the import. The system does not guarantee that the zip files are processed in any particular order, so it is important that the user verifies that all PDF documents have unique file names within their system.

If an imported image references a non-existent image, the import does not fail. The invoice is imported, and the user receives a "file not found" message in the Invoice Image Preview pane when viewing the invoice.

2.6.6 Unused PDF Documents

The scheduled task Clear Temp Imports runs as part of PITMainDayBegin (between midnight and 1:00 AM). This task removes any unprocessed imports and PDF documents in the invoice/imported folder that are older than the number of days specified by global system setting 2108 – Number of Days to Keep Import History. The default value for this system setting is 90 days.

2.6.7 eReceipts Storage

When a user emails an expense receipt to the system using the email address specified in system setting 2235 – Email Address for Expense Receipts, the receipt is placed in File Manager. The processing engine determines the user based on the email address stored in the user profile and stores the image/file of the receipt in the following File Manager location:

<FileManager>\<instance>\tenant\c0\eReceipts\U<User_ID>\YYYY\MM\<filename>

When the user logs in to the system he can view the receipt and enter the information for the related expense report.

2.7 Condition Code Management

Condition codes define the current condition of assets and inventory items and reflect the percentage of their original value based on the following formula.

line item price * (quantity in ordered unit/quantity in inventory receiving unit) * % based on the condition code

The following permission is required to access this functionality:

- 3700 – Manage Condition Codes

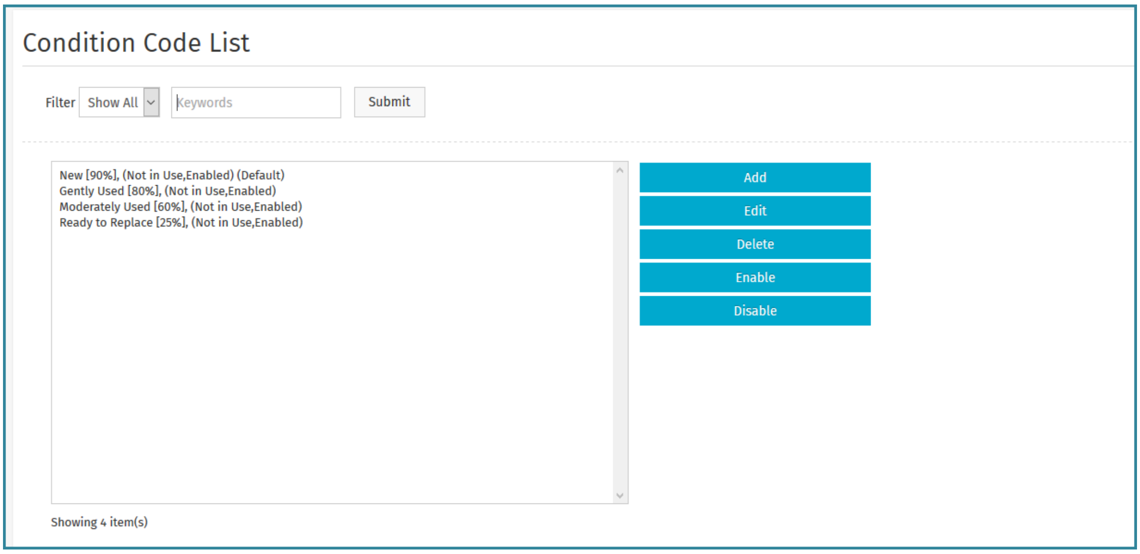


Figure 51: Manage Condition Codes page

When a condition code has “not in use” in parentheses, this means there are no items in the system assigned to this condition code.

Table 38: Manage Condition Code page action definitions

Action	Definition
Add	Allows the user to add condition codes.
Edit	Allows the user to edit condition codes.
Delete	Allows the user to delete condition codes that are not associated with inventory items and/or assets.
Enable	Allows the user to enable condition codes that have been disabled.
Disable	Allows the user to disable conditions that are not associated with inventory items and/or assets.

The list of statuses that can be filtered:

- Show All
- Enabled
- Disabled
- Default

To filter based on one of these options, select the option in the Filter drop-down field, and click **Retrieve**.

2.7.1 Addition and Editing of Condition Codes

The Add and Edit Condition Code pages have the same attributes.

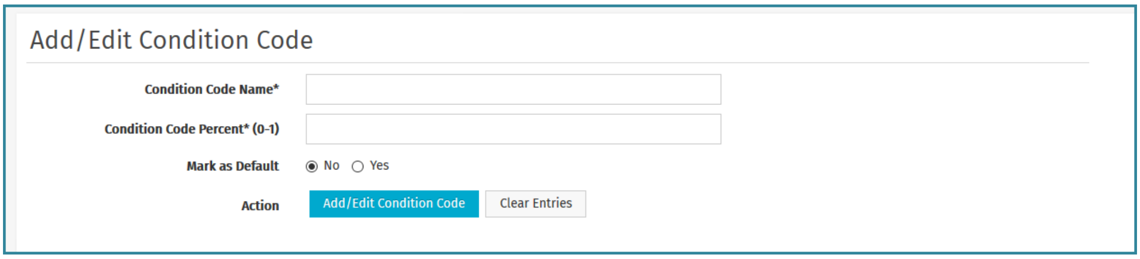


Figure 52: Add/Edit Condition Code page

Table 39: Add/Edit Condition Code fiend definitions

Field	Definition
Condition Code Name*	Enter the name of the condition code. This is a required field.
Condition Code Percent* (0-1)	Enter the percentage of the original value the items assigned to this condition code are worth. This is a required field.
Mark as Default	Select Yes if this condition code is the default condition code for all items received as inventory or assets. Select No if this condition is not the default condition code for all items received as inventory or assets. • There can only be one default condition code. • When there is a default condition code, it is marked as default on the Manage Condition Code page. • A default condition code is not required.

When the condition code information is displayed on the inventory pages, the assigned percentage value is not displayed. When the condition code information is displayed on the asset pages, the assigned percentage value is displayed.

2.7.1.1 Adding a Condition Code

To add a condition code:

1. From the Dashboard, navigate to > **Other Data** > **Condition Codes**.
2. Click Add.
3. Enter the name of the condition code in the Condition Code field.
4. Enter the condition code percent in the Condition Code Percent field.

> Enter a value between 0 – 1. For example, if the condition code percentage is to be 80%, enter .80

5. Check the Yes radio action if this condition code is the default condition code. Select the No radio action if this condition code is not the default condition code.

> There can only be one default condition code.

6. Click **Add/Edit Condition Code**.

2.7.1.2 Editing a Condition Code

To edit a condition code:

1. From the Dashboard, navigate to > **Other Data** > **Condition Codes**.
2. Click **Edit**.
3. Change the name of the condition code in the Condition Code field (if applicable).
4. Change the condition code percent in the Condition Code Percent field (if applicable).

> Enter a value between 0 – 1. If the condition code percentage is to be 80%, enter .80

5. Check the Yes radio action if this condition code is the default condition code. Select the No radio action if this condition code is not the default condition code.

> There can only be one default condition code.

6. Click **Add/Edit Condition Code**.

2.7.2 Enabling a Condition Code

To enable a condition code:

1. From the Dashboard, navigate to > **Other Data** > **Condition Codes**.

2. Select the disabled condition code that is to be enabled.
3. Click **Enable**.

2.7.3 Disabling a Condition Code

If there are any inventory items or assets associated with the condition code that is to be disabled, the system displays a message stating, “The selected condition code cannot be disabled because it is associated with inventory items or assets.”

To disable a condition code:

1. Verify that there are no inventory items and/or assets associated with the condition code that is to be disabled.
2. From the Dashboard, navigate to > **Other Data** > **Condition Codes**.
3. Select the Other Data drop-down menu.
4. Select and click Condition Codes from the submenu.
5. Select the enabled condition code that is to be disabled.
6. Click **Disable**.

2.7.4 Deleting a Condition Code

If there are any inventory items or assets associated with the condition code that is to be disabled, the system displays a message stating, "The selected condition code cannot be disabled because it is associated with inventory items or assets."

To delete a condition code:

1. Verify that there are no inventory items and/or assets associated with the condition code that is to be deleted.
2. From the Dashboard, navigate to > **Other Data** > **Condition Codes**.
3. Select the condition code that is to be deleted.
4. Click **Delete**.
5. Click **OK**.

2.8 Data Attribute Types Management

Data attributes are grouped by data attribute types that are associated with items, location groups, vendors, or work order category. A data attribute type is a composite of user defined fields (data attributes).

Item data attribute types need to be published and associated with an item before they are available in the shopping cart. An item can only have one data attribute type. However, a data attribute type can be associated with many items.

When creating a location group with required data attributes and not all the required information is available, the location is created, but its status is discontinued.

If vendors are required to complete these data attribute fields, and these fields are not completed, the vendors are put on hold in the system. This means that the only pages the users are able to view the on hold vendors on are associated with:

- Imports
- Invoices
- Locations
- Vendor Registration

If a vendor is placed on hold during any of the following scenarios, an order request or purchase order is not created for items associated with him:

- If a user has items for a vendor in her cart and that vendor is placed on hold before she can create an order request, a message is displayed stating that an order request cannot be created at this time for those items.
- If an item associated to a vendor who is set to auto-generate PO and is in the approval route when he is placed on hold, the system notifies the approver stating that the purchase order cannot be created at this time.
- If an item is in items to order when the vendor is placed on the hold, and a user attempts to generate a purchase order for the associated item, a message is displayed stating that a purchase order cannot be generated at this time.

The following permission is required to access this functionality:

- 172 – Manage Data Attribute Types

Data attributes can be filtered by the following statuses:

- All
- Draft
- Published
- Disabled

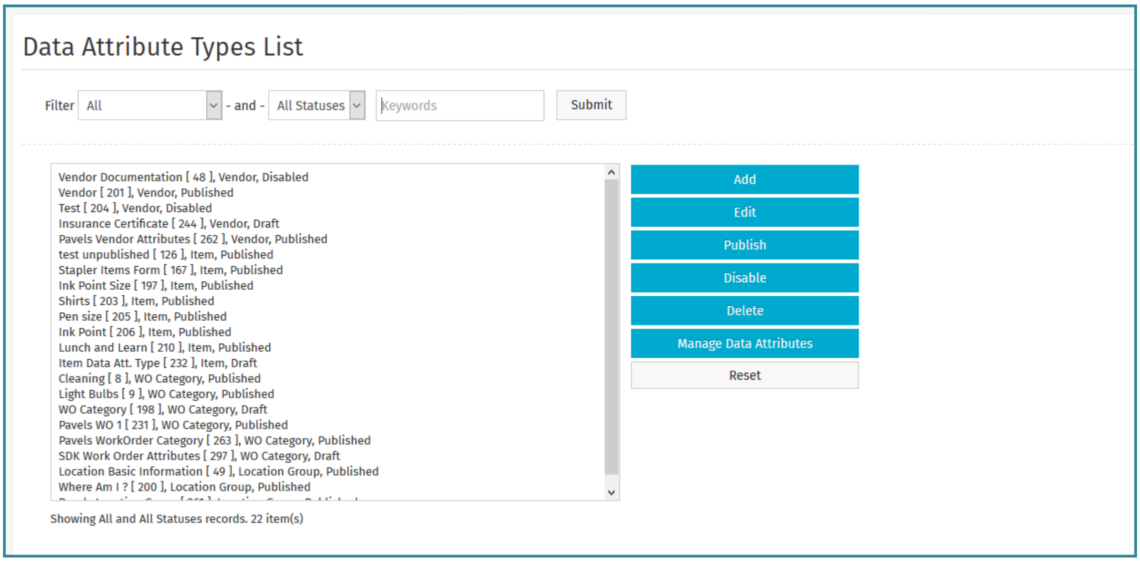


Figure 53: Manage Data Attribute Types page

Table 40: Data Attribute Types Lost action definitions

Action	Definition
Add	Allows the user to add data attribute types.
Edit	Allows the user to edit data attribute types.
Publish	Allows the user to make completed data attribute types available to all users. At least one fully defined data attribute must be available. Data attributes types are not available to users until Publish is clicked.
Disable	Allows the user to disable data attribute types. Disabled data attributes do not appear in look-up fields and not are not associated with catalog items. Data attribute types filled out prior to being disabled still display on the order request, purchase order, and other applicable pages. Data attribute types must be disabled to edit all the information.
Delete	Allows the user to delete data attribute types that do not have any associated data attributes with values. If the data attribute type you want to delete has associated data, the data attribute can be disabled.
Manage Data Attributes	Directs the user to the Manage Data Attributes page. This is where the data attributes are added, edited, and deleted.
Reset	Allows the user to clear the unsaved changes from the List page.

2.8.1 Addition and Editing of Data Attribute Types

The status of the data attribute type determines which information can and cannot be edited. Refer to the chart below to determine when a field can be edited. For example, when a data attribute type is in draft status, only the Data Attribute Category cannot be edited.

The data attribute types and data attributes are listed below in the order they occur by field type.

The following field types have the same data attributes as one or more above them:

- Display

- Number
- Text Area
- File
- Text Box

A check in the field means the data attribute can be edited in that status.

	Draft	Published	Disabled
Data Attribute Types			
Data Attribute Type Name	✓	✓	✓
Data Attribute Category			
Items			
Add Quantity	✓	✓	✓
Add Cost	✓	✓	✓
Add Vendor	✓	✓	✓
Location Groups			
Assign Location Groups	✓	✓	✓
Vendors			
Vendor Failure Action	✓	✓	✓
Assign Vendor Types	✓	✓	✓
Work Orders			
Assign Work Order Categories	✓	✓	✓
Data Attributes			
Data Attribute Name*	✓	✓	✓
Attribute Field Type*	✓	✓	✓
Sort Order	✓	✓	✓
Checkbox			
Data Attribute Name*			
Attribute Field Type*			
Sort Order	✓	✓	✓
Required*	✓	✓	✓
Data Attribute ID	✓		✓
Currency			
Validation Value*	✓	✓	✓
Success Criteria	✓	✓	✓
Start Range*	✓	✓	✓
End Range*	✓	✓	✓
On-Screen Notification Message	✓	✓	✓

	Draft	Published	Disabled
Include in Price Calculation	✓	✓	✓
Data Attribute ID			
Date			
Default Value	✓	✓	✓
Days to Warn	✓	✓	✓
Image			
Image*	✓	✓	✓
Look Up	✓		
Look Up	✓	✓	✓
Radio Button			
Label List	✓	✓	✓
Value List	✓	✓	✓

The first Add/Edit Data Attribute Types page for items, location group, vendor, and work order category have the same attributes.

Figure 54: Add Data Attribute Type page

Table 41: Add Data Attribute Type field definitions

Field	Definition
Data Attribute Type Name*	Enter the name of the data attribute type. This is a required field and is limited to 100 characters.
Data Attribute Category*	Select the data attribute category for this data attribute type. The available categories are items, location groups, vendor, and work orders. If you want the same data attribute type for multiple categories, a new data attribute type has to be created for each one. This is a required field.

The second Add/Edit Data Attributes Types page varies depending on whether Item was selected or if Location Group, Vendor, or Work Order Category were selected.

Figure 55: Add Item Attribute Type page

Table 42: Add Item Attribute Type field definitions

Field	Definition
Item Profile Attribute Type Name	Displays the name entered when the attribute type was entered in the Add Data Attribute Type Name field on the Add Data Attribute Type page.
Add Quantity	Check the checkbox if a quantity field is to be automatically added to the data attribute type. This is automatically configured as a textbox. Quantity is always a positive number.
Add Cost	Check the checkbox if a cost field is to be automatically added to the data attribute type. This is automatically configured as a textbox. Cost is always a positive number.
Add Vendor	Check the checkbox if a vendor field is to be automatically added to the data attribute type. This is a typeahead field in the shopping cart. A minimum of three characters need to be entered be results are returned.

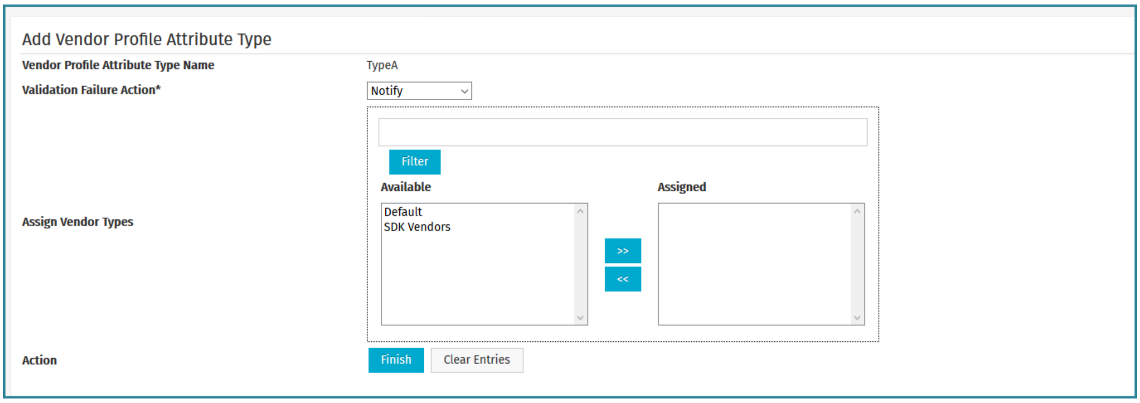


Figure 56: Add Vendor Profile Attribute Type

Table 43: Add Vendor Profile Attribute Type

Field	Definition
Attribute Type Name	Displays the name entered when the attribute type was entered in the Add Data Attribute Type Name Field on the Add Data Attribute Type page.

Table 43: Add Vendor Profile Attribute Type (continued)

Field	Definition
Validation Notification Type*	Select the type of notification action that is to be taken when a vendor is required to provide information related to certain data attribute types. The options available are Notify and Notify and Hold. The vendors are notified via the email defined in the vendor profile, and any associated Vendor Portal users are notified based on the users' notification preference. This notification is part of the PITMainDayBegin scheduled task. This field is only displayed for the vendor data attribute type category. • Dates are validated for locations. If a location has a date attribute that fails validation, an email alert is sent to the location contact. • If a location contact is not assigned, an email is not sent.
Filter	Filter for types or categories when they exceed the system's max amount (usually 250).
Assign Types	Select the types If a type or types are not selected, the Data Attribute fields are not available when adding/editing vendors, locations, or work order categories. When a new type is created (vendor, location group, or work order category) that requires existing data attributes, this step MUST be repeated.

2.8.1.1 Adding a Data Attribute Type

To add a data attribute type:

1. From the Dashboard, navigate to > **Users** > **Manage Data Attributes**.
2. Click **Add**.
3. Enter the name of the data attribute type in the Data Attribute Type Name field.

   This field is limited to 100 characters.

4. Select the Data Attribute Category.
5. Click **Next**.
6. Select the Validation Failure Action if this field is displayed.
7. Select and assign the types by clicking >> to add types and << to remove types.
8. Click **Finish**.

   A success message is displayed.

2.8.1.2 Editing a Data Attribute Type

To edit a data attribute type:

1. From the Dashboard, navigate to ⚙ > **Users** > **Manage Data Attributes**.
2. Click **Edit**.
3. Change the name of the data attribute type in the Data Attribute Type Name field.

   The Data Attribute Category field cannot be edited.

4. Click **Next**.
5. If the Validation Failure Action field is displayed, edit the selection if necessary.
6. Edit the types if necessary.
7. Click **Finish**.

2.8.1.3 Deleting a Data Attribute Type

Data attribute types with data attributes associated values already stored in the system can be disabled.

To delete a data attribute type:

1. From the Dashboard, navigate to ⚙ > **Users** > **Manage Data Attributes**.
2. Select the data attribute type to delete.
3. Click **Delete**.
4. Click **OK**.

2.9 Data Attributes Management

Data attributes are the user defined fields that are associated with a data attribute type. The following field types are supported:

- Checkbox
- Currency
- Date
- Display
- File
- Image
- Look Up
- Number
- Radio Button
- Text Area
- Text Box

This page is accessed through the Manage Data Attribute Types page.

- The checkbox, file, text box, and text area forms have the same attributes.
- The currency and number forms have the same attributes.

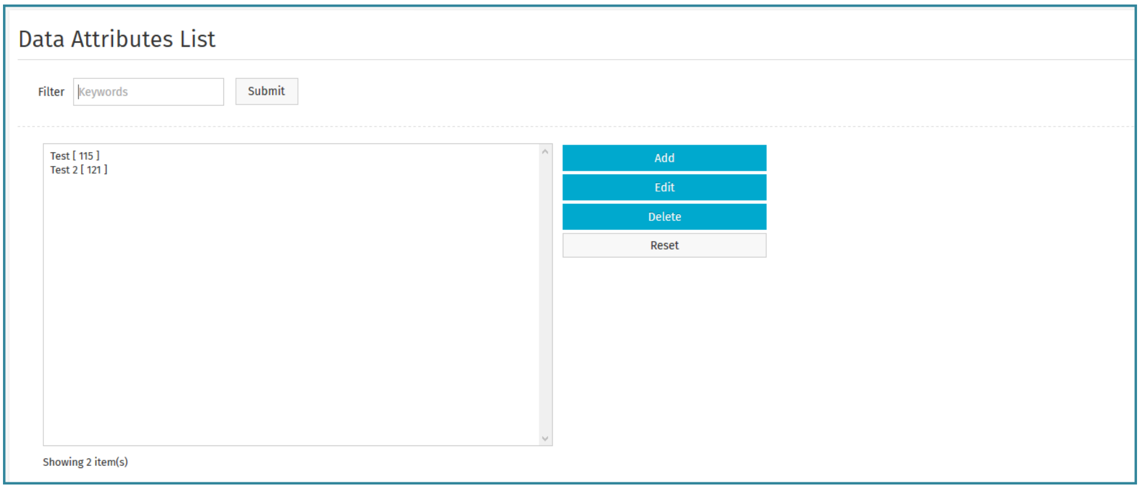


Figure 57: Manage Data Attributes

Table 44: Data Attributes List action definitions

Action	Definition
Add	Allows the user to add data attribute types.
Edit	Allows the user to edit data attribute types.
Delete	Allows the user to delete data attribute types that do not have any associated data attributes with values.
Reset	Allows the user to clear any unsaved data from the List page.

2.9.1 Addition and Editing of Data Attribute

The Add/Edit Data Attributes pages have the same attributes.

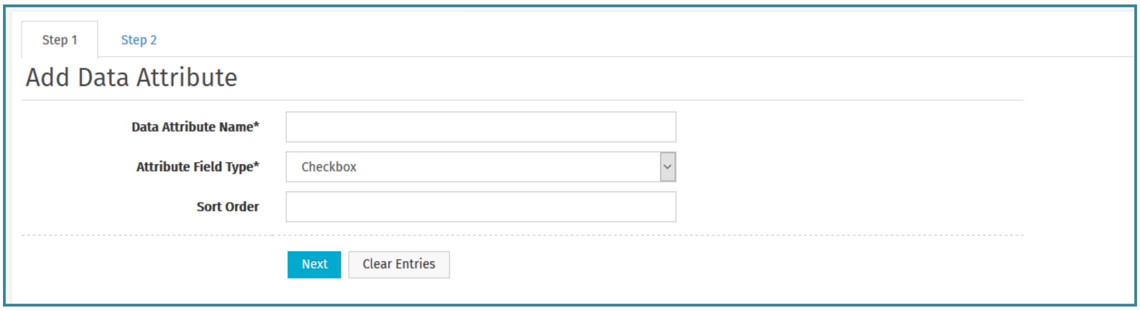


Figure 58: Add Data Attribute page – Step 1

Table 45: Add Data Attribute step 1 field definition

Field	Definition
Data Attribute Name*	Enter the name of the data attribute. This is a required field and is limited to 100 characters.
Attribute Field Type*	Select the field type for the data attribute from the drop-down.
Sort Order	Enter the sort order for the attribute. This determines the order the data attributes are displayed in the UI. A value between 0 – 999 can be entered.

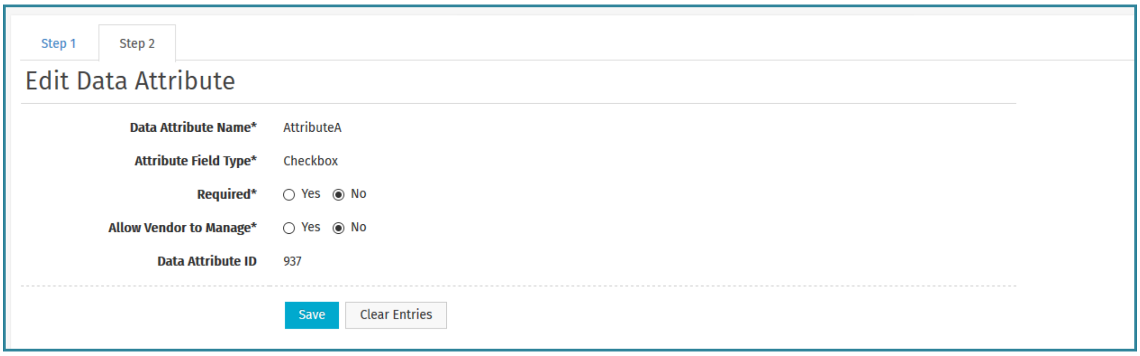


Figure 59: Add/Edit Data Attribute – Step 2: Checkbox

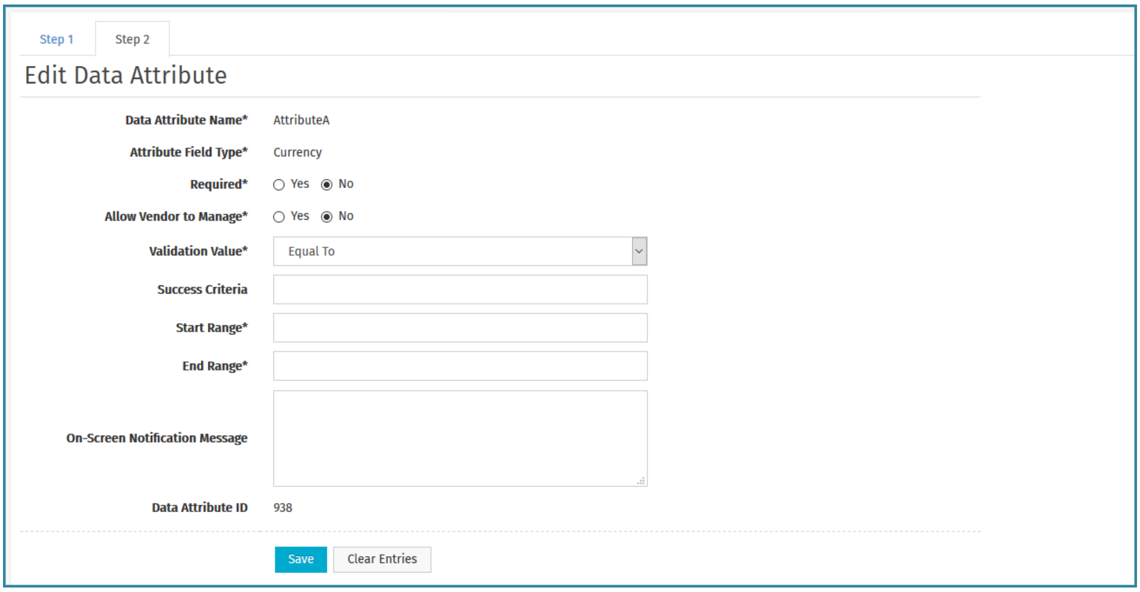


Figure 60: Add/Edit Data Attribute – Step 2: Currency

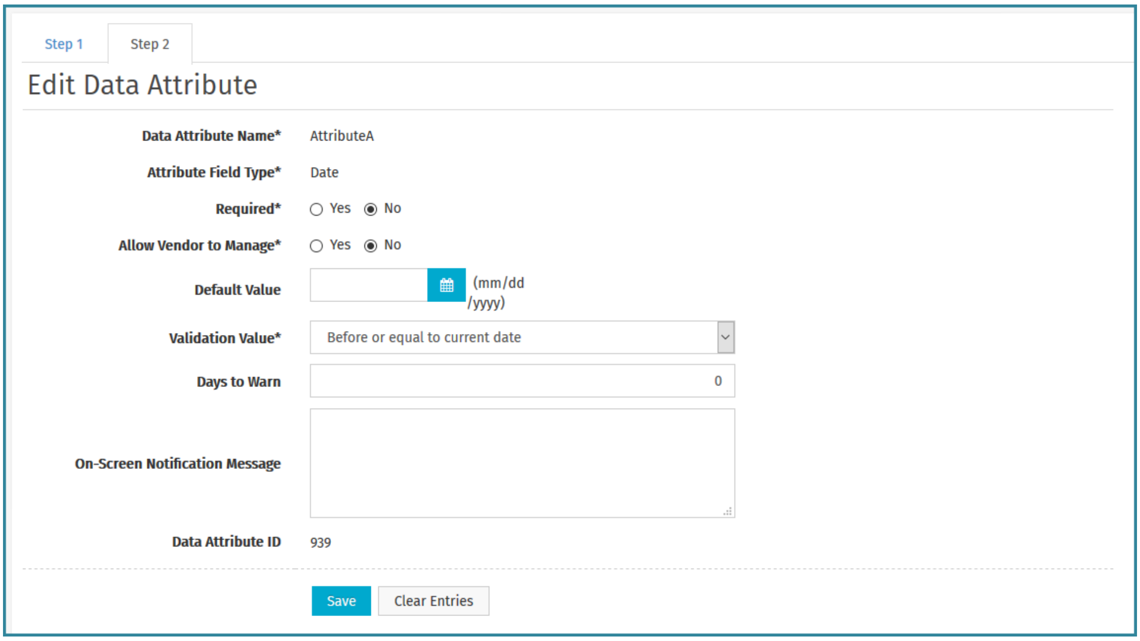


Figure 61: Add/Edit Data Attribute – Step 2: Date

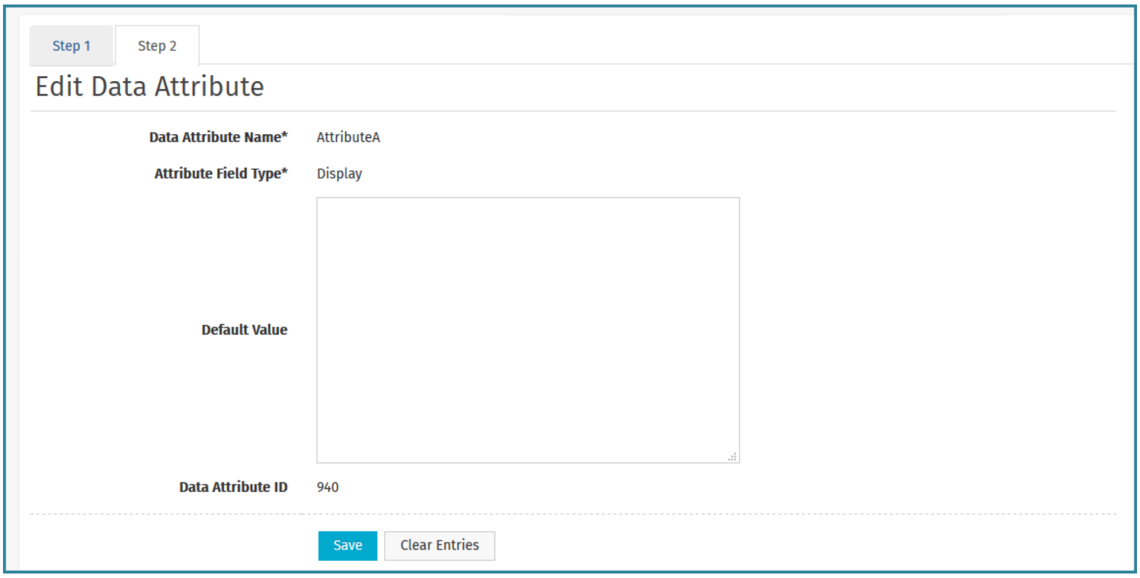


Figure 62: Add/Edit Data Attribute – Step 2: Display

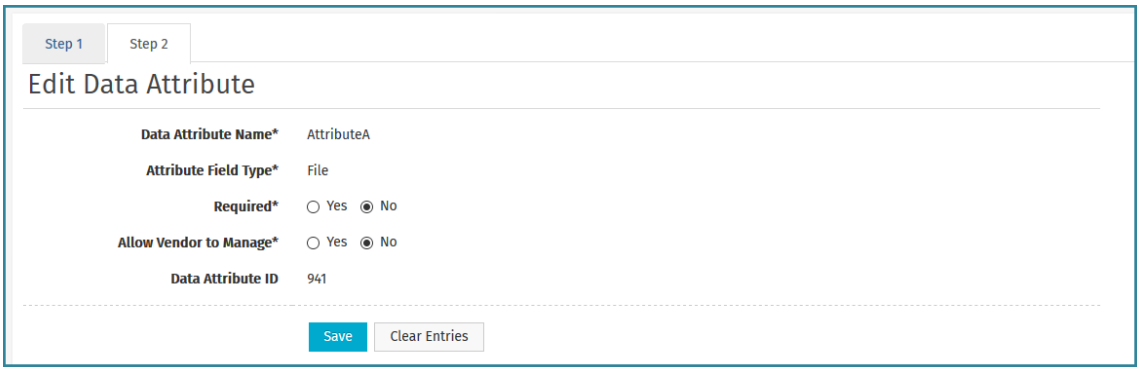


Figure 63: Add/Edit Data Attribute – Step 2: File

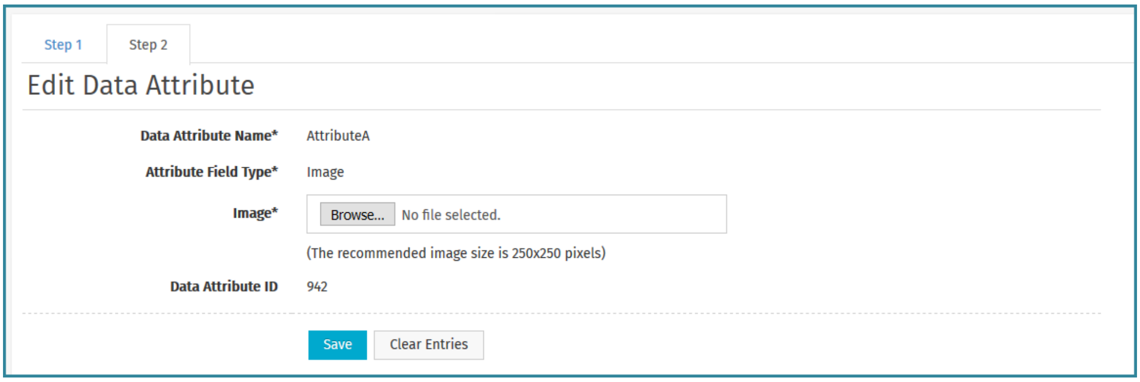


Figure 64: Add/Edit Data Attribute – Step 2: Image

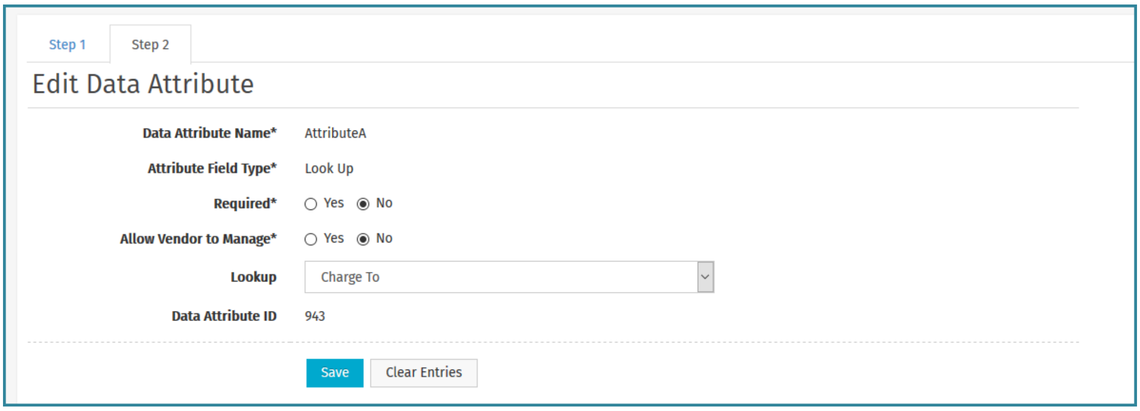


Figure 65: Add/Edit Data Attribute – Step 2: Look Up

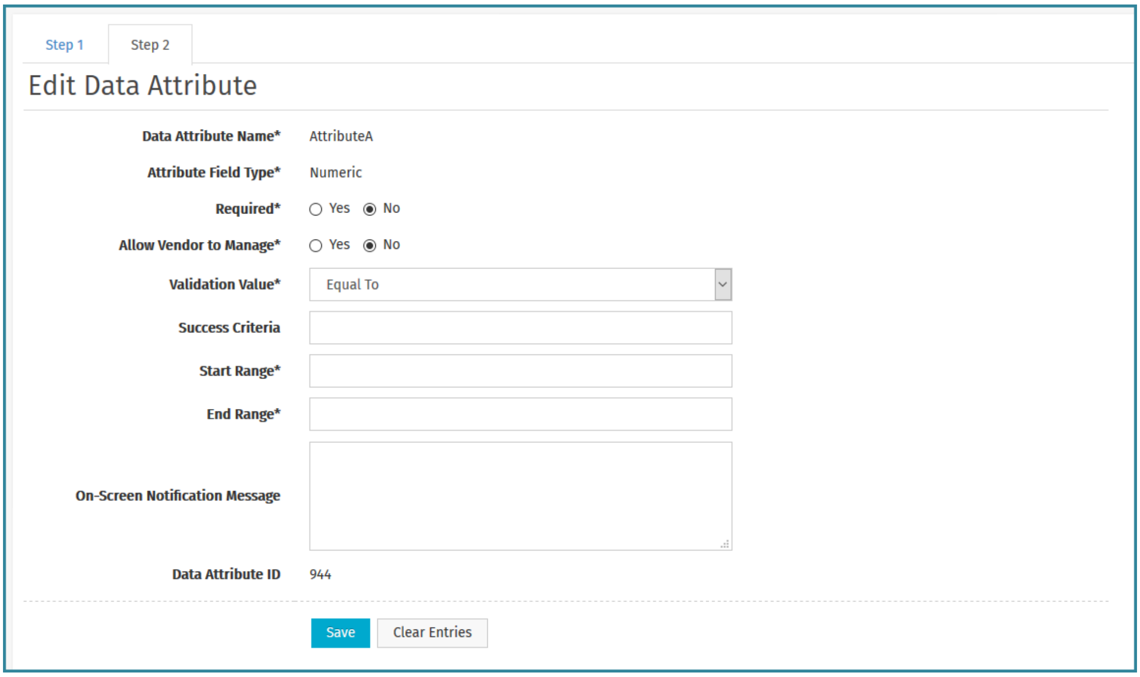


Figure 66: Add/Edit Data Attribute – Step 2: Number

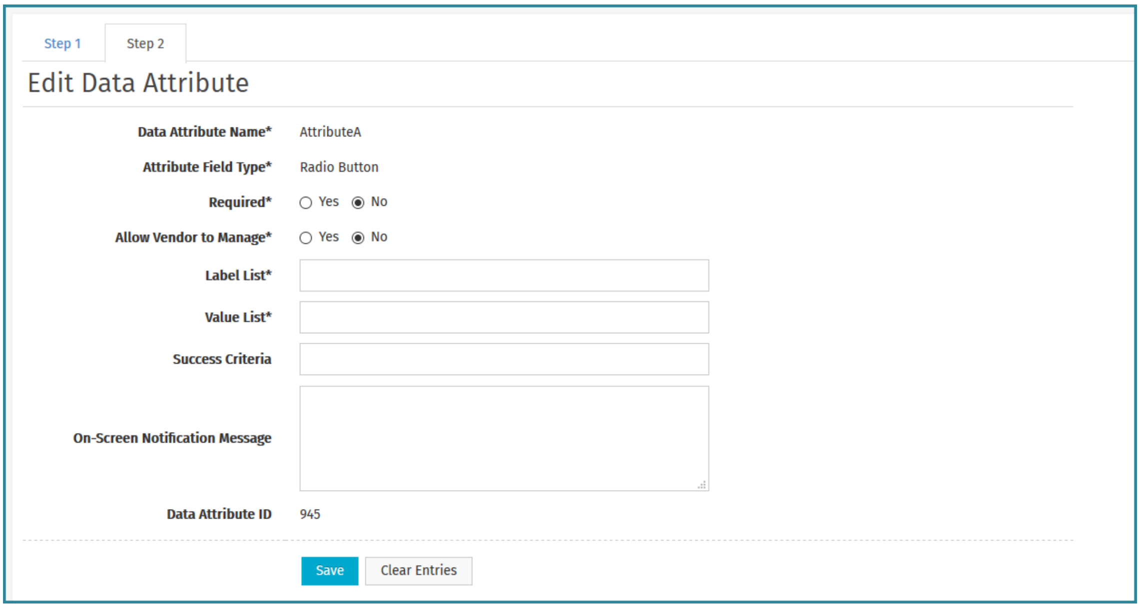


Figure 67: Add/Edit Data Attribute – Step 2: Radio Button

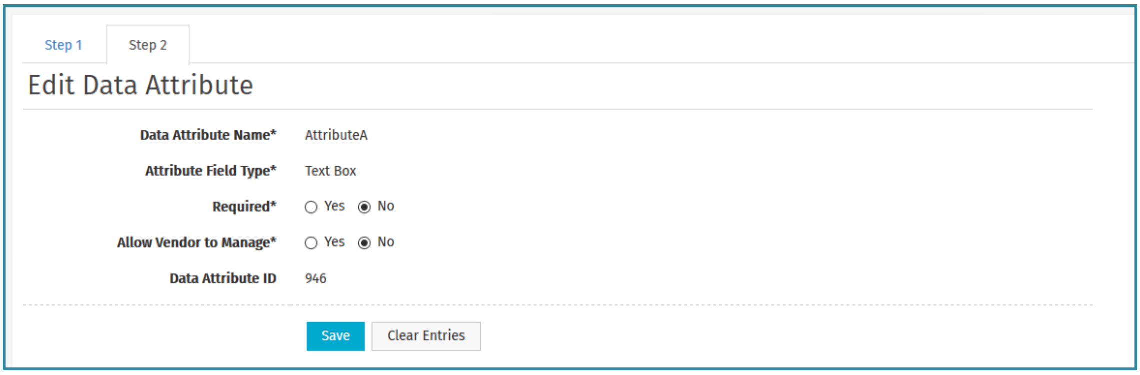


Figure 68: Add/Edit Data Attribute – Step 2: Textbox

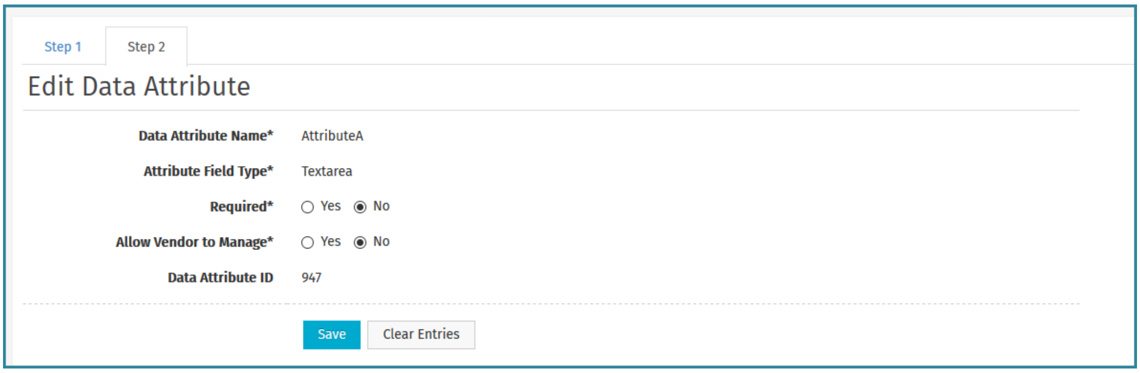


Figure 69: Add/Edit Data Attribute – Step 2: Currency

Table 46: Edit Data Attribute field definitions

Field	Definition
Attribute Field Type*	Displays the field type selected in step. This field cannot be edited on this page.
Allow Vendor to Manage*	Select Yes if vendors on the Vendor Portal are allowed to manage this attribute. Select No if vendors on the Vendor Portal are not allowed to manage this attribute.
Data Attribute Name*	Displays the name entered in the Data Attribute Name field in step 1. This field cannot be edited on this page.
Required*	Select Yes if this attribute is required. Select No if this attribute is not required.
Validation Value*	Enter or select the Validation Value for the data attribute. The available the validation values are: equal to, greater than, lesser than, and between.
Success Criteria	Enter the value that makes comparison listed in the validation value a success. If equal to is entered, enter the value the must be equaled to in this field. Success criteria can be entered for radio actions. They must match the label list values entered. If the attribute values entered do not match the success criteria, validation failures occur.
Start Range	Enter the start of the range if the validation value is between. This field works in conjunction with the End Range field.
End Range	Enter the end of the range if the validation value is between. This field is used in conjunction with the Start Range field.

Table 46: Edit Data Attribute field definitions (continued)

Field	Definition
On-Screen Notification Message	Enter the message that is displayed when the validation requirements are not met. This is a required field when validation is required. This field is limited to 255 characters.
Include in Price Calculation	Select Yes to allow the user to edit the data attribute (smart form) from the shopping cart. Select No if the user is not allowed to edit the data attribute from the cart. This option is available when currency or number is selected.
Look Up	Select the look up to use from a pre-defined list of lookups.
Label List	Enter the label names for radio action selections. These are separated by a forward slash. An accompanying value list value must be present for each label list value entered.
Value List	This works in conjunction with the label list. These are separated by a forward slash. There must be an accompanying label list value for each value list value.

2.9.1.1 Include in Price Calculation

When a data attribute is for an item data attribute type is currency, number, checkbox, lookup, or radio button, the option to Include in Price Calculation is available. When Yes is selected, a new field Price Calculation Expression is available. This is where the mathematical expression using the variable [Field Value] is entered. [Field Value] represents the entered input for this data attribute in shopping cart.

In the Expression field, you can have as many [Field Values] variables as desired. However, you are only able to use addition (+), subtraction (-), multiplication (*), and division (/) operators. The use of any other operations cause errors to occur. The system verifies that valid mathematical expressions have been entered. Static numbers can be entered into this field as well. Note that a static input results in this static value being added into the price calculation.

For example, you have a standing order for lunch and learn sessions. The options available are combo, sandwich, chips, drink, and fruit.

Lunch on the Go	Prices
Sandwich Combo	$12.00
Sandwich	$8.00
Chips	$2.00
Drink	$1.25
Seasonal Fruit	$2.00

The price calculation for each item is as follows:

[Field Value] * Price = Total

Field value in this example equals quantity.

When users add an item to the cart that has a smart form containing data attributes with price calculations, the behavior changes slightly when entering values in the shopping cart.

For each data attribute that is included in the price calculation, after its value changes, the system goes through each data attribute in the smart form that has a price calculation, use the value from the data attribute's formula expression, and sum the total into the correct amount.

The user can edit the amount after calculation if needed. The updated amount is updated in the shopping cart's Unit Cost field once the changes are saved.

If the user selects another vendor from the Vendor typeahead in the modal, the displayed currency code adjusts for the newly selected vendor's currency code. However, the amount DOES NOT change. The currency name changes, but the amount does not change. Users need to be aware of this. The price differences can be large. For example, if the vendor is Swandip's Sarees and the currency is in Indian rupees and you change the vendor to Darcy's Designs whose currency is US dollars. Not updating the cost in this scenario is an expensive mistake since one US dollar equals approximately 63 Indian rupee. Instead of paying $15.00 dollars for a saree, you are overpaying by $885.00.

Vendor	Item	Cost	Currency
Swandip's Sarees	Royal Blue Chiffon Saree	900.00	INR
Darcy's Designs	Royal Blue Chiffon Saree	900.00	USD
Actual USD Cost		15.00	
Price Difference		-885.00	

The form in the shopping cart looks similar to the one provided below:

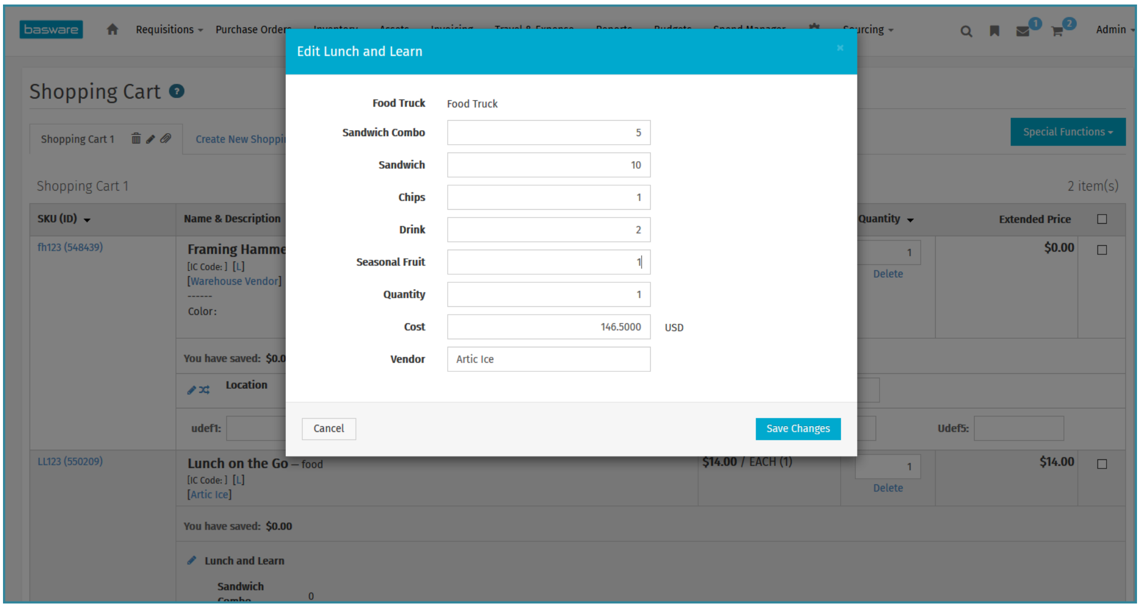


Figure 70: Smart Form in the Shopping Cart with Price Calculations

2.9.1.2 Adding a Data Attribute

- The data attribute is saved with the default values from step 2 once Next is clicked in Step 1
- The information displayed on Step 2 varies depending on the Attribute Field Type selected in step 1.
- Once all the data attributes are created, return to the Manage Data Attributes Types Page, select the appropriate data attribute type, and click **Publish**.

To add a data attribute:

1. From the Dashboard, navigate to ⚙ > **Other Data** > **Manage Data Attributes**.
2. Select the data attribute type that the data attributes are to be added to.
3. Click **Manage Data Attributes**.
4. Enter the name of the data attribute in the Data Attribute Name field.

   This field is limited to 100 characters.

5. Select the field type in the Attribute Field Type drop-down.
6. Enter the sort order in the Sort Order field.
7. Click **Next**.
8. Complete the required fields for the field type selected.
9. Click Save.

2.9.1.3 Editing a Data Attribute Type

To edit a data attribute:

1. From the Dashboard, navigate to ⚙ > **Other Data** > **Manage Data Attributes**.
2. Click **Edit**.
3. Edit the appropriate fields for steps 1 and 2.
4. Click **Save**.

2.9.1.4 Deleting a Data Attribute

To delete a data attribute:

1. Verify that all data attributes and attribute values to be deleted are no longer associated with vendors.
2. From the Dashboard, navigate to ⚙ > **Other Data** > **Manage Data Attributes**.
3. Select the data attribute type that has the data attributes that need to be deleted.
4. Click **Manage Data Attributes**.

5. Select the data attributes to delete and click **Delete**.
6. Click **OK**.

2.10 WeAchieve Management

WeAchieve is a competitive, rewards-oriented feature designed to encourage more efficient and responsible system usage. Through badges and leaderboards, WeAchieve helps users accomplish tasks such as onboarding, exploring system features, approving requests more quickly, and more.

The tenant WeAchieve administrator is responsible for creating and configuring WeAchievements in the system, and can choose to enable or disable WeAchieve functionality.

The following setup is required:

- System setting 5500 - Enable WeAchieve
- Permission 200 - Manage WeAchievements

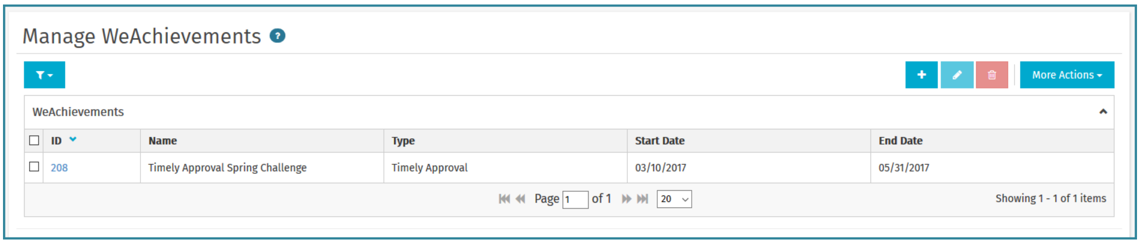


Figure 71: WeAchievements Admin List

Table 47: WeAchievements Management Field Definitions

Field	Definition
ID	The WeAchievement ID number. Click the link to view WeAchievement information.
Name	The WeAchievement name as defined during configuration
Type	The WeAchievement type
Start Date	The WeAchievement's start date
End Date	The WeAchievement's end date

Table 48: WeAchievements Management Action Definitions

Action	Definition
Filter	Filters WeAchievements based on entered search criteria
Add	Creates a new WeAchievement using the WeAchievement Wizard
Edit	Opens an existing WeAchievement for editing

Table 48: WeAchievements Management Action Definitions (continued)

Action	Definition
Delete	Deletes a WeAchievement and any existing data
More Actions	
End WeAchievement	Immediately ends a WeAchievement. The ended entry is shaded red.
View Leaderboards	Opens the WeAchievements Leaderboards page

Figure 72: WeAchievement Wizard Step 1

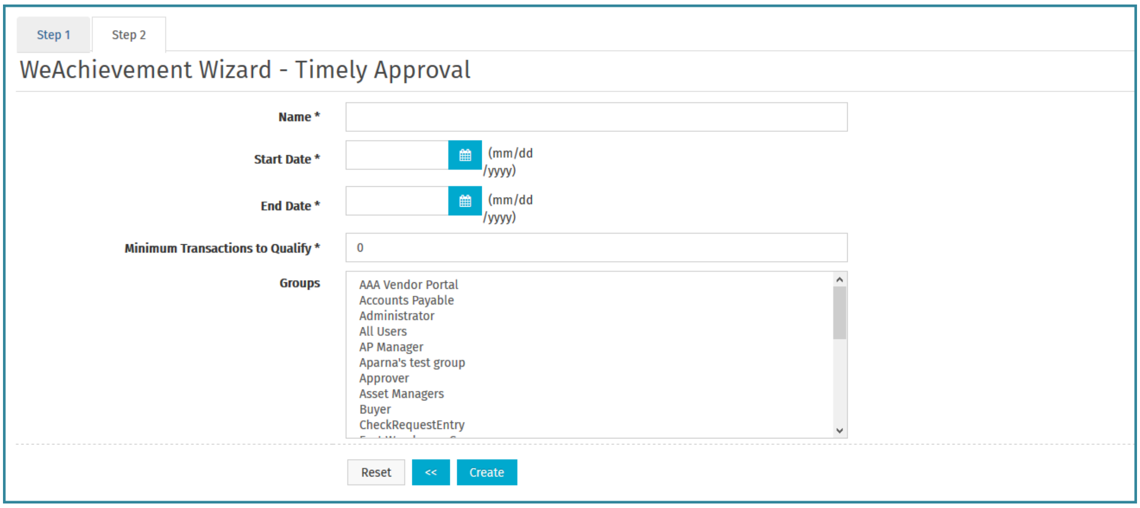


Figure 73: WeAchievement Wizard Step 2 - Timely Approval

2.10.1 Adding a WeAchievement

1. From the Dashboard, navigate to > **Other Data** > **WeAchievements**.
2. Click .
3. Select the WeAchievement type to create, then click >>.
4. Depending on the type selected, WeAchievement Wizard - Step 2 displays varying steps. At minimum, the Name, Start Date, and End Date fields are required. The chart below

details the fields displayed for each type of WeAchievement as well as any guidelines or restrictions.

All Games		
All Games		
Name*	Enter WeAchievement name	Must be less than 100 characters. WeAchievement names cannot be repeated.
Start Date*	Enter the WeAchievement's start date	Must be on or after the date created.
End Date*	Enter the WeAchievement's end date	Must be after the selected Start Date
Timely Rewards		
Min Transactions to Qualify*	Enter the number of recorded transactions a user must have in order to join the WeAchievement	Defaults to 0.
Groups	Select the groups to participate	If no groups are selected, all users participate in the WeAchievement.

5. After adding all necessary information, click **Create**.

2.10.2 Editing a WeAchievement

WeAchievements information may only be edited before the designated start date. If the WeAchievement has started and is in progress, the administrator may only change the end date.

To edit a WeAchievement using the WeAchievement Creation Wizard:

1. From the Dashboard, navigate to > **Other Data** > **WeAchievements**.
2. Click **Edit**.
3. Edit any necessary information. Refer to the chart in the Add a WeAchievement section above for information guidelines.
4. After adding/editing all necessary information, click **Save Changes**. Alternatively, you can click **End** to change the End date to the current date and immediately deactivate the WeAchievement.

WeAchievements can only be ended after the Start Date but before the End Date. To deactivate a game that has not yet begun, click Disable from the WeAchievements Admin List.

2.10.3 Deleting a WeAchievement

To delete a created WeAchievement:

1. From the Dashboard, navigate to > **Other Data** > **WeAchievements**.
2. Select the WeAchievement to delete and click .
3. Click **OK** on the confirmation pop-up.

2.10.4 Ending a WeAchievement

A WeAchievement can only be ended after its start date has passed.

To end a WeAchievement:

1. From the Dashboard, navigate to > **Other Data** > **WeAchievements**.
2. Select the WeAchievement to end, then click **More Actions** > **End WeAchievement**.
3. Click **OK** on the confirmation pop-up.

The WeAchievement's End Date changes to the current date. The WeAchievement Entry is shaded red to indicate that it has ended.

2.11 Spend Manager KPI Management

The Spend Manager module provides access to Key Performance Indexes (KPIs). Users with the proper access to the KPIs are able to view the data in a variety of different graph formats. Several of the KPIs allow the user to drill down into the report for a more tabular format. The data provided in the drilldown is specific to the filters applied to the KPI and the table element is clicked.

The following KPIs are available in Spend Manager:

- Purchasing
- Invoicing
- Expense
- See-Manage-Save
- Benchmarking

The following permission is required to access this functionality:

- Access to Spend Manager module
- Permission 4010 – Manage Spend Manager

Users need the following permissions to the access the following KPIs:

- 4003 – Can Access Purchasing KPIs
- 4004 – Can Access Invoicing KPIs
- 4005 – Can Access Expense KPIs
- 4006 – Can Access See-Manage-Save KPIs

Users need the following permission to access Ad Hoc Reporting:

- 22 – Manage Reports
- 23 – Run Reports

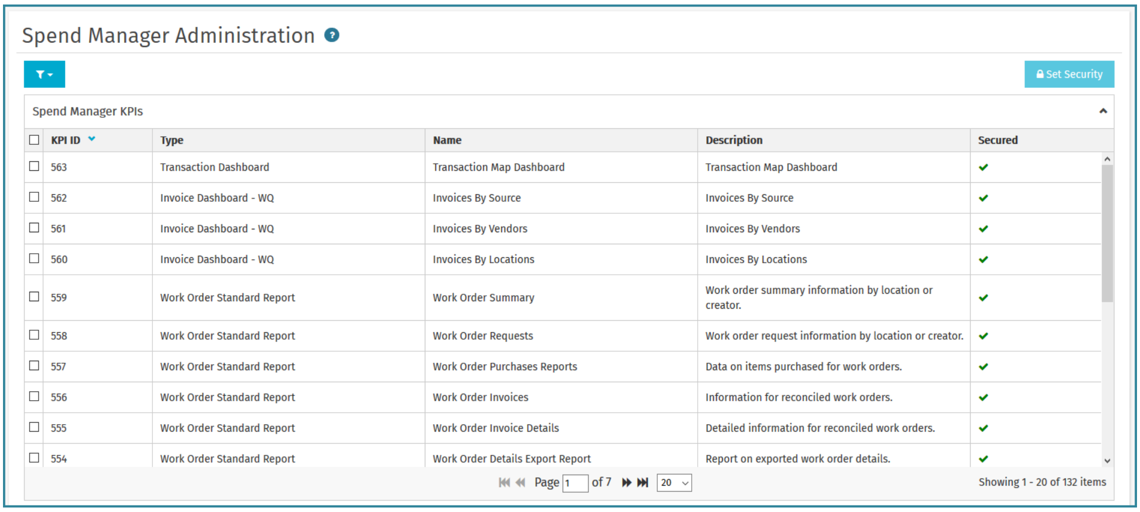


Figure 74: Manage Spend Manager KPIs

- The typeahead functionality only displays the first five results found.
- Try to search by the user's first or last name if the first search did not work.
- The user's name or group's name has to be selected from the display for the report to be secure.
- Once a report is secure, the user's name or group's name has to be selected from the display for the user or the group to view the report.

Table 49: Manage Spend Manager KPIs column definitions

Column	Definition
KPI ID	Displays the system assigned ID for the KPI.
Type	Displays the KPI type. The type informs you of the module the KPI is assigned to. The types are purchasing, invoicing, expense, See-Manage-Save, and benchmarking.
Name	Displays the name of the KPI.
Description	Displays an overview of the KPI

Table 49: Manage Spend Manager KPIs column definitions (continued)

Column	Definition
Secured	Displays if the KPI is secured or not. When a KPI is secured, only the users or groups identified on the Set KPI Security page for that KPI are able to view it.

2.11.1 Setting or Changing KPI Security

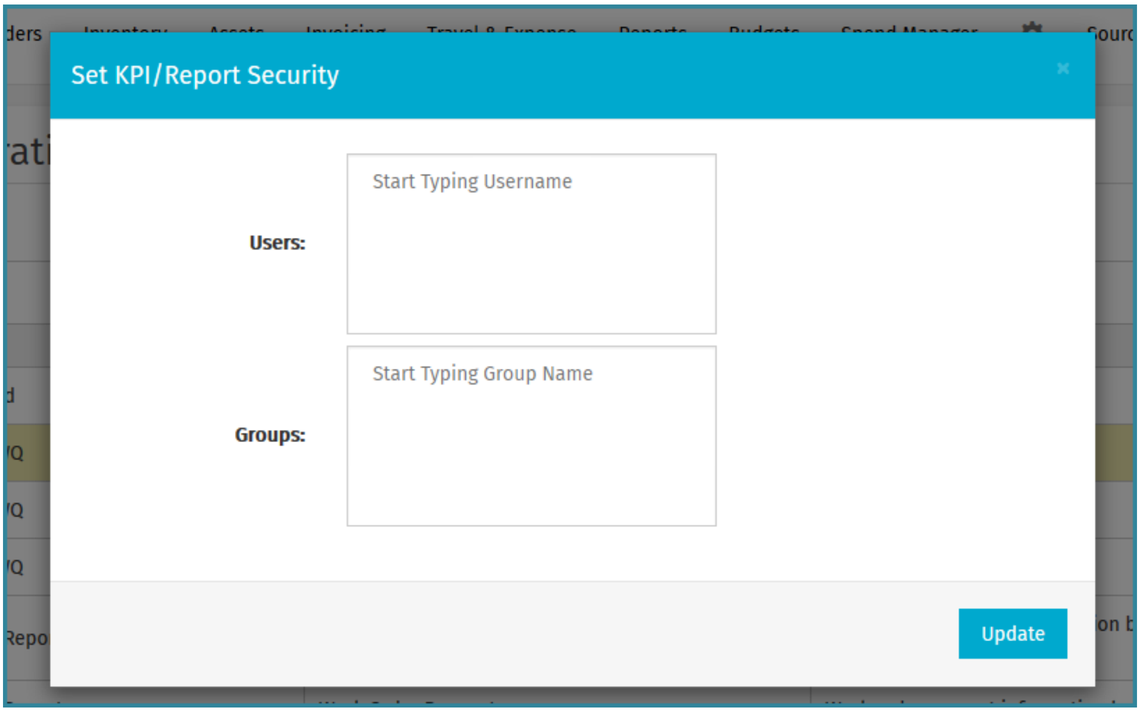


Figure 75: Set KPI Security page

To set/change KPI security:

1. From the Dashboard, navigate to > **Other Data** > **Spend Manager KPIs**.
2. Filter for and select the KPI that needs the security parameters updated.

   Only one KPI can be selected at a time.

3. Click **Set Security**.
4. Enter the names of the users or groups allowed to view the selected KPI.
5. Click **Update**.

2.11.2 Ad Hoc Reporting

Users who have permission *22 – Manage Reports* and *23 – Run Reports* are able to access Ad Hoc Reporting even though they may not have been assigned access to Spend Manager or the Spend Manager module is not enabled for their instance.

3 Import Specifications

Import Specifications are used in order to import data into the system using Excel, CSV, fixed width, tab, or comma delimited files. Import Specifications are defined and modified by the organization. Most often, these are used for items that need continual updates (other than catalog items); however, they can also be used on an ad-hoc basis if needed. Examples of items that may need to be updated on a continual basis include the following: accounting codes, payment terms, vendors, locations, item categories, manufacturers, vendor types, and users. If an import table does not exist that needs to be added, please contact your Implementation Team or Basware Client Care Team.

3.1 Import Specifications Management

The details of import specifications are defined here. The details include the fields that are going to be imported, the location of the import data, the import definition that is going to be used, the type of import being attempted, and whether or not to update related data. If additional import definitions need to be added that do not already exist, please contact your Implementation Support Team or Client Care Team to help enter these correctly.

One of the following permissions is required when implementing this functionality:

- 62 – Manage Import Specifications
- 15 – Global Administrator

Permission *15 – Global Administrator* is not available for organizations on Basware's cloud instances.

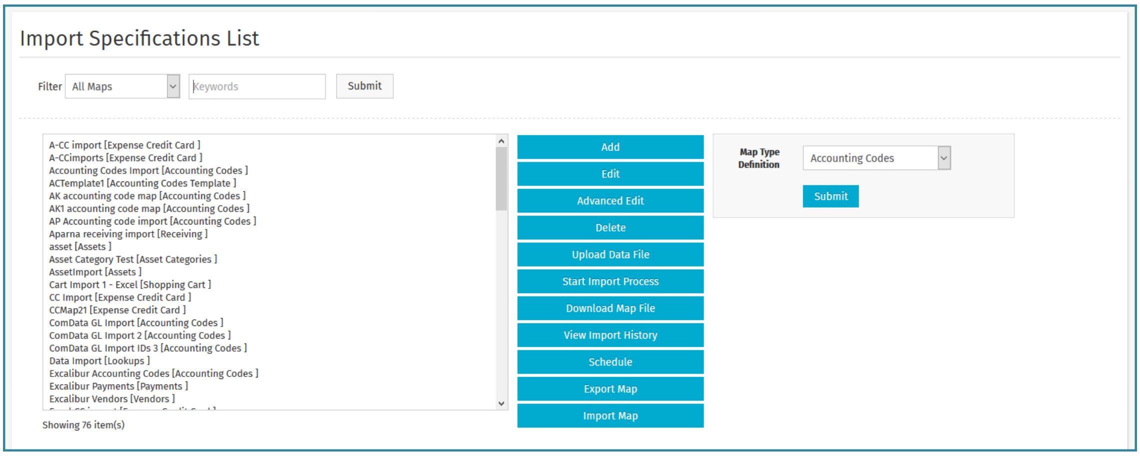


Figure 76: Import Specifications List page

Table 50: Import Specifications List action definitions

Action	Definition
Add	Allows the user to add new import specifications through the Import Map Wizard.
Edit	Allows the user to edit existing import specifications through the Import Map Wizard. When the user clicks Edit, the Import Map Summary page is displayed.
Advanced Edit	Allows administrators the ability to define further details for the import specification.
Delete	Allows the user to delete existing import specifications.
Upload Data File	Allow the user to upload the file for import to the server.
Start Import Process	Allows the user to begin the manual import for import specifications. This feature can only be used with completed maps.
Download Map File	Allows users to download a template of the selected import map file. This feature can only be used with completed maps.
View Import History	Allows the user to view the history for the selected import map.
Schedule	Allows the user to schedule the import map for upload.
Export Map	Allows the user to create an XML file of the map that can be exported to another Basware system.
Import Map	Allows the user to import a map that was created by another user.

The Import Specifications List displays a list of up to 250 different maps. In order to see certain maps, the various filtering options can be used:

- All Maps: Use this option to display all maps.
- Maps Created by Me: Use this option to display the list of maps created by the user logged in.
- Incomplete Maps: Use this option to display all maps that have not been completed in the wizard.
- Completed Maps: Use this option to display maps that have been completed in the wizard.
- Scheduled: Use this option to display all the maps that have been scheduled.
- Not Scheduled: Use this option to display all the maps that have not been scheduled.

3.1.1 Order of Processing an Import

1. Set up the import specification map and import schedule (if imports need to be set up for batch processing).
2. Upload the file for manual import, or move the file to the server for a scheduled import. (The files are uploaded through the Basware File Manager).
3. Analysis/Review
4. Import

3.1.2 Import Definition

Using the Import Definition drop-down, select the appropriate import definition, and then click **Retrieve**. Below the Import Field Definitions for Locations page is displayed. There are import field definitions available for all import objects.

Import Field Definition for Locations

1-32 of 32 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
LocationName	Location Name	Text Box		100	Yes	Yes	No	No
AccCode	Account Code	Text Box		100	No	No	Yes	No
AddrLine1	Address 1	Text Box		255	No	No	Yes	No
AddrLine2	Address 2	Text Box		255	No	No	Yes	No
City	City	Text Box		150	Yes	No	Yes	No
State	State	Text Box		50	Yes	No	Yes	No
PostalCode	Postal Code	Text Box		50	Yes	No	No	No
Phone	Phone	Text Box		15	No	No	Yes	No
LocationTaxRate1	Tax Rate 1	Numeric		18,6	No	No	No	No
LocationTaxRate2	Tax Rate 2	Numeric		18,6	No	No	No	No
LocationUDEF1	User Defined Field 1	Text Box		50	No	No	Yes	No
LocationUDEF2	User Defined Field 2	Text Box		50	No	No	Yes	No
LocationUDEF3	User Defined Field 3	Text Box		50	No	No	Yes	No
LocationUDEF4	User Defined Field 4	Text Box		50	No	No	Yes	No
LocationUDEF5	User Defined Field 5	Text Box		50	No	No	Yes	No
LocationGroup_ID	Group ID	Numeric	0	10	No	No	No	No
LocationGroupName	Group Name	Text Box		50	No	No	Yes	No
LocationDiscontinued	Discontinued	Numeric		3	No	No	No	No
Fax	Fax	Text Box		15	No	No	Yes	No
Email	Email	Text Box		75	No	No	Yes	No
CountryName	Country	Text Box		50	No	No	No	No
DepartmentalContact	Location Contact	Text Box		75	No	No	Yes	No
Reference1	Reference1	Text Box		50	No	No	No	No
Reference2	Reference2	Text Box		50	No	No	No	No
Reference3	Reference3	Text Box		50	No	No	No	No
Reference4	Reference4	Text Box		50	No	No	No	No
Reference5	Reference5	Text Box		50	No	No	No	No
Reference6	Reference6	Text Box		50	No	No	No	No
Reference7	Reference7	Text Box		50	No	No	No	No
Reference8	Reference8	Text Box		50	No	No	No	No
Reference9	Reference9	Text Box		50	No	No	No	No
Reference10	Reference10	Text Box		50	No	No	No	No

Figure 77: Import Definitions – Locations

Table 51: Import Field Definitions page field definitions

Column	Definition
Field Name	Displays the name of the fields used for this import.
Field Type	Displays the type of field used for this import. The field types are usually numeric (numbers only) or text box (alphanumeric).
Default	Displays the default value for the field if there is one.
Max. Size	Displays the maximum size for the field if there is one.

Table 51: Import Field Definitions page field definitions (continued)

Column	Definition
Required	Displays whether or not the field is required for the import. If Yes is displayed, the field is required. If No is displayed, this field is not required,
Primary Key	Displays whether or not this field is a primary key. If Yes is displayed, this is a primary key. If No is displayed, this is not the primary key.
Allow Expression	Displays whether or not a user can write an expression for this field. If Yes is displayed, an expression can be written for this field. If No is displayed, an expression cannot be written for this field.

Available Import Objects

- Accounting Codes
- Accounting Codes Template
- Asset Categories
- Assets
- Budgets
- Contracts
- Exchange Rates
- Expense Itemizations
- Expense Credit Card
- Expense Types
- Inventory
- Inventory Locations
- Inventory Withdrawals
- Invoices
- Item Categories
- Location Accounts
- Locations
- Lookups
- Manufacturers
- Payment Terms
- Payment Types
- Payments
- Purchase Orders
- Receiving
- Users
- Vendor Types
- Vendors
- Work Orders

3.1.3 Addition and Editing of Import Specification Maps

The Add Import Specification and the Edit Import Specification pages have the same attributes.

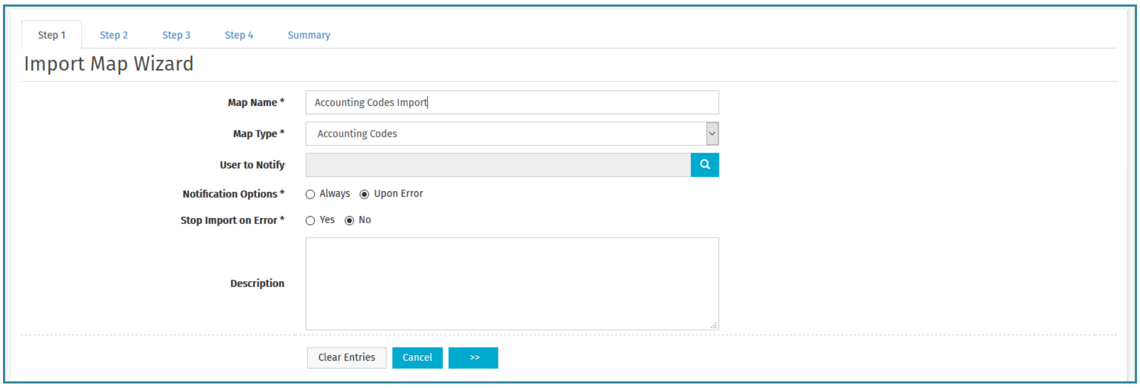


Figure 78: Import Map Wizard – Step 1

Table 52: Import Map Wizard – Step 1 field definitions

Field	Definition
Map Name*	Enter the name for the map. Be sure to name the map in a manner where the function of the map is recognizable. The name needs to be unique to the system. The maximum length for a map name is 50 characters. This is a required field.
Map Type*	Select the type of import map that is being created. Example: If the import map being created is for users, then select users from the drop-down.
User to Notify	Select the user or users who should be notified during the import process.
Notification Options*	Select whether users should be notified always (successful and unsuccessful imports) or upon error.
Stop Import on Error*	Select whether or not the import should be stopped when it encounters an error during the import process. Select Yes to stop the import process. Select No to continue with the import process.
Description	Enter a description for the import map. This description can have up to 255 characters.

Figure 79: Import Map Wizard – Step 2

Table 53: Import Map Wizard – Step 2 field definition

Field	Definition
Import Source*	Select the source type of the file that is to be used with this map. The following source types are supported: fixed width, delimited text (tab, comma, semicolon, asterisk, pipe, tilde, and CSV), and Excel (97-2003 and .xlsx). This is a required field.

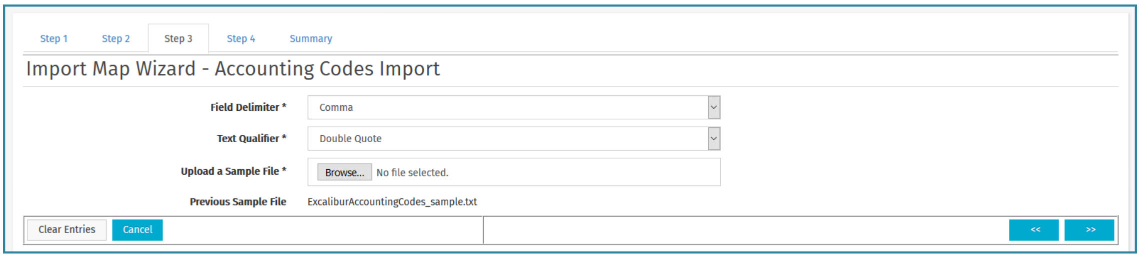


Figure 80: Import Map Wizard – Step 3 (Delimited Text)

Table 54: Import Map Wizard – Step 3 (Delimited Text) field definitions

Field	Definition
Upload a Sample File*	Click Browse to navigate to the file location to upload the sample file to use with this map. The sample file needs to contain the appropriate fields. The sample file also needs to be in the same format that was selected in Step 2. Example: If Excel is selected in Step 2, then an Excel file needs to be uploaded in Step 3.

The information displayed in Step 3 is determined by the import source type selected in Step 2.

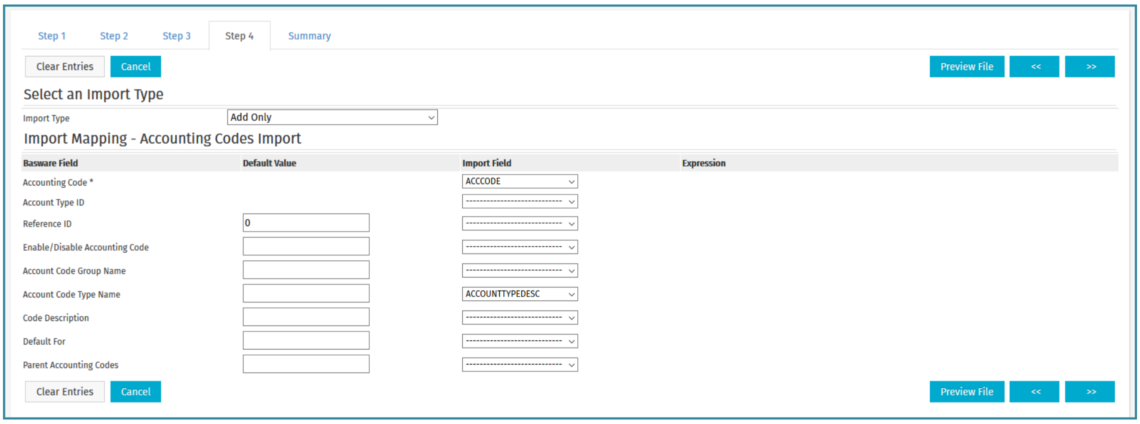


Figure 81: Import Map Wizard – Step 4

Table 55: Import Map Wizard – Step 4 column definitions

Column	Definition
Basware P2P Field	Displays the possible fields to map to the import for the import type selected. The required fields are displayed at the top.
Default Value	Displays the default values for the fields if a default has already been defined for the field. This field is editable when default values are allowed. The default value defined here is used to update the Basware P2P table during import if the value of the field in the import file is blank.
Import Field	Displays the field names from the uploaded sample file. If the name matches from the import field to the Basware P2P field, the system automatically defaults that field name. If the names do not match, the user uses the drop-down box to select the appropriate named for each Basware P2P field.

Table 55: Import Map Wizard – Step 4 column definitions (continued)

Column	Definition
Expression	Displays an active link if the ***Use Expression*** option is chosen in the import field select list. The active link is named Add New. When it is clicked and an expression is added, the expression appears as a link. The link then can be used to edit the expression when needed. Note: If an expression cannot be added, the ***Use Expression*** option is not available in the drop-down list.

Select an Import Type

The following are the import types provided by the system:

- Add Only: Use add only if this import specification is to be used only to insert everything contained in the import file. Duplicate records are recognized and skipped.
- Update Only: Use update only if this import specification is to be used to update existing information in the database. This function does not add additional items included on the import file.
- Add/Update Only: Use add/update only in order to combine the first two options. For example, the Basware P2P accounting file contains 100 codes and the new import file contains 125 codes with modifications to the original 100. Use an import specification with this option in order to add the additional 25 codes as well as update the existing codes.
- Sync with Import file (Add/Update/Delete): If an import specification is defined with this option, all data provided is evaluated for addition or update depending on matches in the system. All data in the system that does not have a match in the data provided is deleted. (Implicit Delete)
- Delete Only: If an import specification is defined with this option, all data provided is evaluated for deletion from the system. (Explicit Delete)

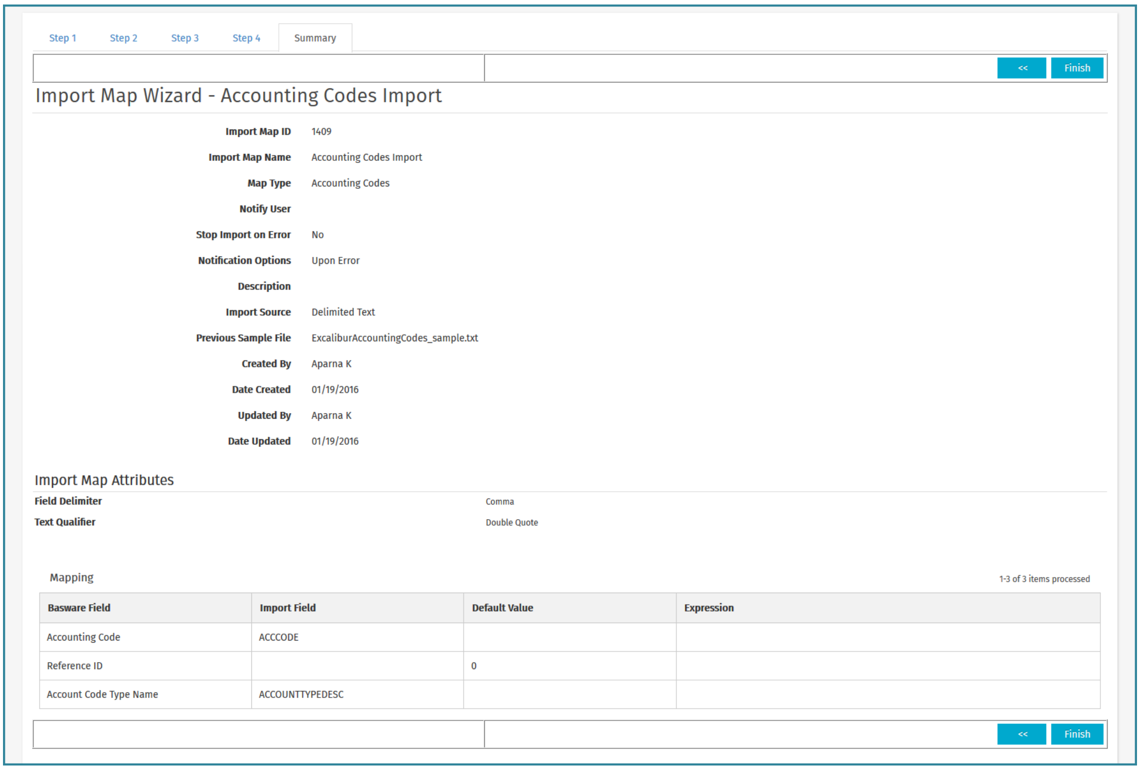


Figure 82: Import Wizard Summary page

3.1.3.1 Adding an Import Specification Map

To add an import specification:

1. From the Dashboard, navigate to > **System** > **Import Specifications**.
2. Click **Add**.
3. Enter the map name in the Map Name field.
4. Select the appropriate map type (import definition) from the drop-down. If the map type does not exist, then contact your Implementation Support Team or Basware Client Care Team.
5. Select the user or users to notify by clicking the next to the User to Notify field.
6. Select the notification option. The options are always or upon error.
7. Select if the import is to be stopped on error. Select Yes if the import is to stop when an error occurs. Select No if the import is not to stop when an error occurs.
8. Enter a description for the import map in the Description field.
9. Click >>.
10. Select the import source (file type) for the file to be imported.
11. Click >>.
12. Select the appropriate information for the file type provided.
13. Upload the sample file that has all the fields the import map is going to use.

> Please note for an Excel import the data should reside in Sheet1 of the Excel file.

14. Click >>.

> The fields displayed on this page are determined by the fields from the uploaded sample map. The required fields are listed first.

15. Choose from one of the following options in the import type row.
    - Add Only: Use add only (if this specification is to be used) to insert everything contained in the import file. Duplicate records are recognized and skipped.
    - Update Only: Use update only (if this specification is to be used) to update existing information in the database. This function does not add additional items included on the import file.
    - Add/Update Only: Use add/update only (if this specification is to be used) in order to combine the first two options. For example, the Basware accounting file contains 100 codes and the new import file contains 125 codes with modifications to the original 100. Use this option in order to add the additional 25 codes as well as update the existing codes.

- Sync with Import file (Add/Update/Delete): All data provided is evaluated for addition or update depending on matches in the system. All data in the system that does not have a match in the data provided is deleted. (Implicit Delete)
- Delete Only: All data provided is evaluated for deletion from the system. (Explicit Delete)

16. Map the Import Field name to the correct Basware P2P Field.

If the Import Field name is the same as the Basware Field name, the system automatically populates the Import Field with the Basware Field name.

17. Enter the default value if there is one in the Default Value field.
18. Click **Preview File** to preview the file before continuing.
19. Click >>.
20. Click **Finish**.

An import map is not complete until Finish on the Summary page is clicked.

3.1.3.2 Editing an Import Specification Map

To edit an import specification map:

1. From the Dashboard, navigate to > **System** > **Import Specifications**.
2. Select the import specification to be edited, and click **Edit**.
3. Click the Step tab to edit the necessary fields.
4. Return to the Import Map Summary page and click **Finish** when the edits are complete.

3.1.3.3 Import Notifications

The imports process sends notifications to the selected users based on what is provided in Step 1 of the Import Map Wizard. There are two options: always and upon error. If an error occurs during the import process, then the reviewers and the notify user are always notified with an email, internal message, or both based on their user settings for scheduled and unscheduled imports.

If there is no error when the import completes the update, then the user is notified by email with the analysis result. If there are errors during the live transfer to the database tables or additional skipped records are found that were not approved before the transfer, then the user is to be notified by email.

3.1.3.4 Expression Builder

Users are able to access this page from Step 4 of the Import Map Wizard. This page allows the user to build an expression for the selected field unless it is a data source import. The allowable operations for an expression are:

- Trim

- Concatenate
- Substring
- Timestamp

When using the expression builder for data source imports, users are able to enter any SQL expression allowed by the data base engine. The users are not limited to the four functions listed above.

The expression builder uses the list of fields available in the sample file to use as part of the expression. The user is allowed to use the graphical user interface (GUI) to build an expression as outlined below. The user can also directly type in an expression in the text area provided. **Check Expression** is provided to allow the user to verify the expression. **Submit Expression** closes the pop-up window and updates the parent window with the expression.

When the substring operator is selected, the page is refreshed to allow the user to select a field, enter a start position, and enter a substring count (the number of characters to use).

When the trim operator is selected, the user is able to select the field that is to be trimmed.

When the concatenate operator is selected, the user is allowed to select the fields to string together by selecting the fields and clicking >.

The timestamp operator does not use any field. Adding it simply concatenates a timestamp to the expression.

Concatenated fields that are long in length could lead to data overflow and import runtime errors.

Once the import is complete, the information from the expression is displayed in the field selected. If the user selected the Description field for the account code import and he selected the fields Account Code and Description to concatenate (string together), this information is displayed in the Description field after the import.

Example

ACCOUNTCODE + DESCRIPTION

07964 Trip Prepaid (This is how it appears in the Description field after the import).

Users are able to enter information directly into the field between the actions.

Example

ACCOUNTCODE + “-“+ DESCRIPTION

07964 – Trip Prepaid (This is how it appears in the Description field after the import).

For more information on building expressions, contact your Implementation Support Team or Basware Client Care Team.

3.1.3.5 Deleting Import Specification

To delete an import specification map:

1. From the Dashboard, navigate to > **System** > **Import Specifications**.
2. Select the import spec to be deleted, and click **Delete**.
3. Click **OK** on the pop-up window.

3.1.4 Advanced Edit for Import Specification Maps

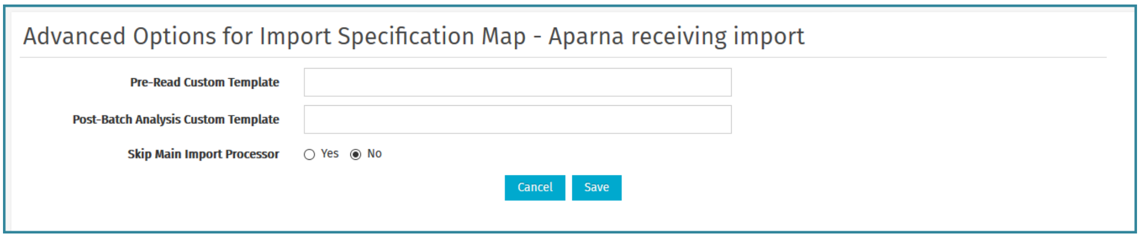


Figure 83: Add/Edit Import Specifications page – Advanced Edit

Table 56: Add/Edit Import Specifications Page – Advanced Edit Field Definitions

Field	Definition
Pre-Read Custom Template	The location and name of the file (from the server's viewpoint) that is called before the main import process begins. This field is used for custom processing only; use it when directed by your Basware Implementation Team or Basware Client Care Team.
Post-Batch Analysis Custom Template	The location and name of the file (from the server's viewpoint) that is called after the main import process is complete. This field is used for custom processing only; use it when directed by your Basware Implementation Team or Basware Client Care Team.
Skip Main Import Processor	If a pre-read custom template is provided, should the main import process be called or not (does the custom template perform a complete import, if so skip the main import process). Should be set to No. Only change it when instructed by your Basware Implementation Team or Basware Client Care Team.

3.1.4.1 Performing Advanced Edit on an Import Specification

To perform advanced edit on an import specification

1. From the Dashboard, navigate to > **System** > **Import Specifications**.

2. Select the import spec to be edited, and click **Advanced Edit**.
3. Add or edit the necessary fields.
4. Click **Save**.

3.1.5 Uploading a File

Administrators are able to upload data files specific to an import map created through the import map wizard. The file type selected is validated against the file type of the import map. The size of the file is determined by system setting *3160 – Maximum Upload File Size*.

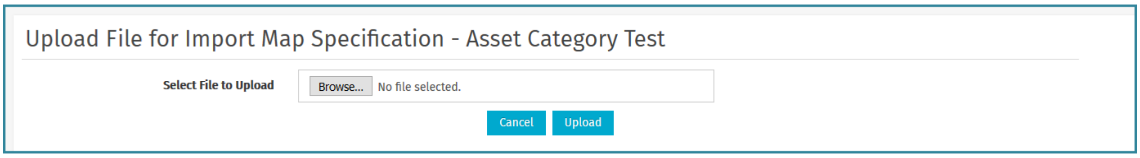


Figure 84: Upload File page

To upload a data file:

1. From the Dashboard, navigate to > **System** > **Import Specifications**.
2. Select the import map for which the file needs to be uploaded, and click **Upload Data File**.
3. Select the file to be uploaded using by clicking **Browse**.
4. Click **Upload**.

3.1.6 Starting the Import Process

Administrators can manually import data for any import map that has already been created through the import map wizard. Manual imports can only be done once the map is complete. The user is able to upload a file or choose an existing file or existing files. Multiple files can be selected to run.

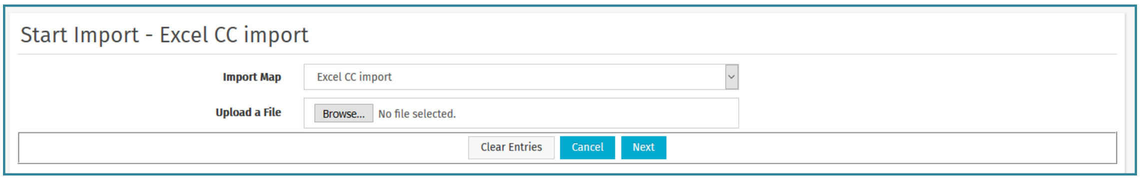


Figure 85: Start Import Process page

To start the import process:

1. From the Dashboard, navigate to > **System** > **Import Specifications**.
2. Select the import map to be imported and click **Start Import Process**.
3. Select the file to be uploaded using **Browse** or choose an existing file.

4. Click **Next**.

The Import Analysis page is discussed later in this chapter.

3.1.7 Downloading a Map File

Based on the import map specification defined, the download map file exports a file in the format selected.

This is an alternative to moving files to the server manually.

To download a map file:

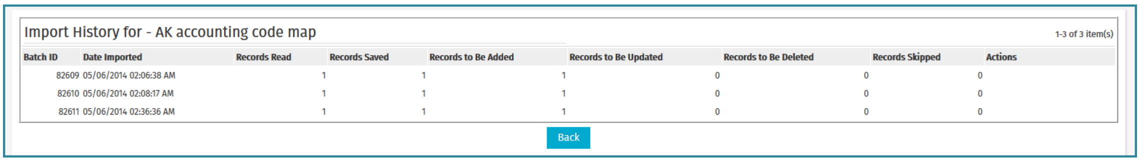
1. From the Dashboard, navigate to > **System** > **Import Specifications**.
2. Select the import map for which a template is needed, and click **Download Map File**.
3. A pop-up window displays the file name.
4. Click **Open**.

   A file is opened with the fields that were added in the selected import map specification.
5. Enter the values for the import in the opened file and save it.
6. Once finished, click **Upload Data File** to upload the file.

3.1.8 Import History

Administrators are able to view the import history for completed maps. If a map has skipped lines, a link is provided and the user is able to reprocess the map from this page. The Blue down arrow icon is to download the error report if there is one. The orange Administration icon is to reprocess the skipped records. The “good records” are ignored and only the skipped records are analyzed. The analysis results are displayed to the user. The user is able to reject, review, submit, or schedule the import.

During analysis if the analyzer finds the same record that exists in the system as in the import table, the further analysis is done to see if the batch ID for that record is less than the current import’s batch ID and only then can the record be updated. If the batch ID for the record is newer than the current batch ID that is being run, then the record is skipped and the notes say “This record has been updated by a newer import process.”



Import History for - AK accounting code map

1-3 of 3 item(s)

Batch ID	Date Imported	Records Read	Records Saved	Records to Be Added	Records to Be Updated	Records to Be Deleted	Records Skipped	Actions
82609	05/06/2014 02:06:38 AM	1	1	1	0	0	0	
82610	05/06/2014 02:08:17 AM	1	1	1	0	0	0	
82611	05/06/2014 02:36:36 AM	1	1	1	0	0	0	

Back

Figure 86: View Import History

Table 57: View Import History column definitions

Column	Definition
Batch ID	Displays the system assigned ID assigned for this import.
Date Imported	Displays the date and time the file was imported.
Records Read	Displays the number of records read from the import.
Records Saved	Displays the number of records saved from the import.
Records Added	Displays the number of records to be added from the import.
Records Updated	Displays the number of records to be updated from the import.
Records Deleted	Displays the number of records to be deleted from the import.
Records Skipped	Displays the number of records that were skipped from the import.
Actions	Displays the actions that can be taken on the import.

3.1.8.1 Viewing the Import History

1. From the Dashboard, navigate to > **System** > **Import Specifications**.
2. Select the import map whose import history needs to be viewed, and click **View Import History**.

3.1.9 Scheduling an Import Map

An import map can be scheduled as long as it is completed.

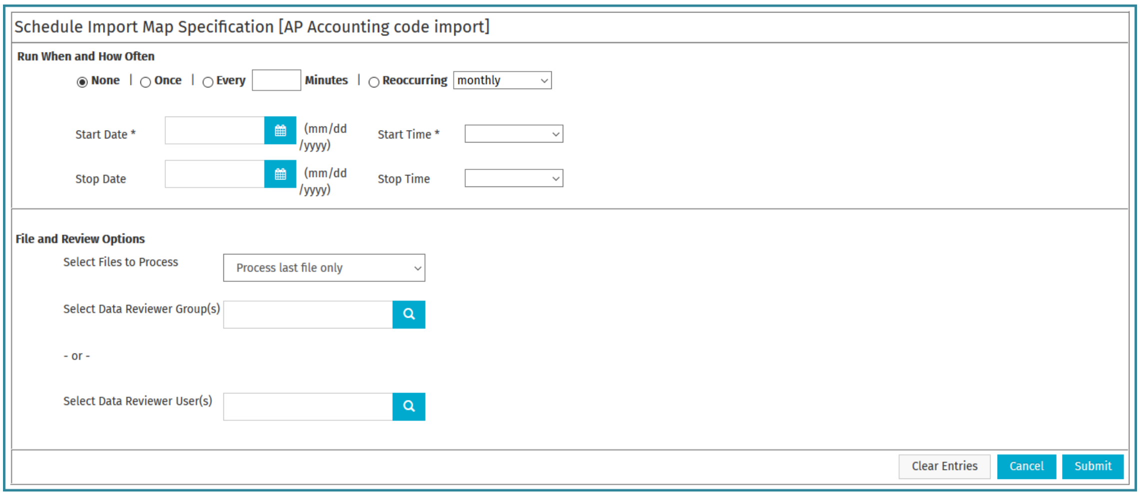


Figure 87: Schedule Import page

Table 58: Schedule Import Field Definitions

Field	Definition
None	Select none if this map is not to be scheduled.
Once	Select once if the schedule for this map is only to run once.

Table 58: Schedule Import Field Definitions (continued)

Field	Definition
Every	Select every and enter the number of minutes the map is supposed to run.
Reoccurring	Select reoccurring if the map is to run daily, weekly, or monthly.
Start Date*	Enter the date the map is to start importing. This is a required field.
Start Time*	Enter the time the map is to start importing. This is a required field.
Stop Date	Enter the date the map is to stop importing.
Stop Time	Enter the time the map is to stop importing.
Select Files to Process*	Select whether the last file processed should be imported, or if all the files should be processed according to their timestamp should be imported. This is a required field.
Select Data Reviewer Group(s)*	Select the group or groups to review the imported file after it is uploaded. If a group is selected, then users cannot be selected. This is a required field if the map is scheduled.
Select Data Reviewer User(s)*	Select the user or users to review the imported file after it is uploaded. If a user is selected, then groups cannot be selected. This is a required field if the map is scheduled.

1. From the Dashboard, navigate to > **System** > **Import Specifications**.
2. Select the import map that needs to be scheduled, and click **Schedule**.
3. Enter the required information.
4. Click **Submit**.

3.1.10 Exporting a Map

To export an import specifications map:

1. From the Dashboard, navigate to > **System** > **Import Specifications**.
2. Select the import map that needs to be exported, and click **Export Map**.
3. Click **Save**.
4. Select the location to save the .xml file
5. Click **Save**.

3.1.11 Importing a Map

An import specification map can be imported as long as it is completed.

To import a completed specification map:

1. From the Dashboard, navigate to > **System** > **Import Specifications**.
2. Click **Import Map**.

3. Browse for the exported map xml file.
4. Click **Browse**.

   The file path for the file is displayed.
5. Click **Import Map**.

A success message is displayed. The imported import map is in the list. It now has the word Imported added to the beginning of the name and a random number assigned to the end. The name looks something similar to Imported_Documentation Test_655.

3.1.12 Data Review

Users have the ability to review and correct data that is imported from a file before it is uploaded into the system. The Data Review page can be accessed via two ways:

- When a scheduled task runs, then the data reviewer has the ability to get to the Data Review page from the Import Review Work Queue.
- When the user manually initiates an import with the Start Import Process action, the user can click Review and Correct which leads him to the Data Review page.

Invoice import errors are handled within the Invoice Manager module.

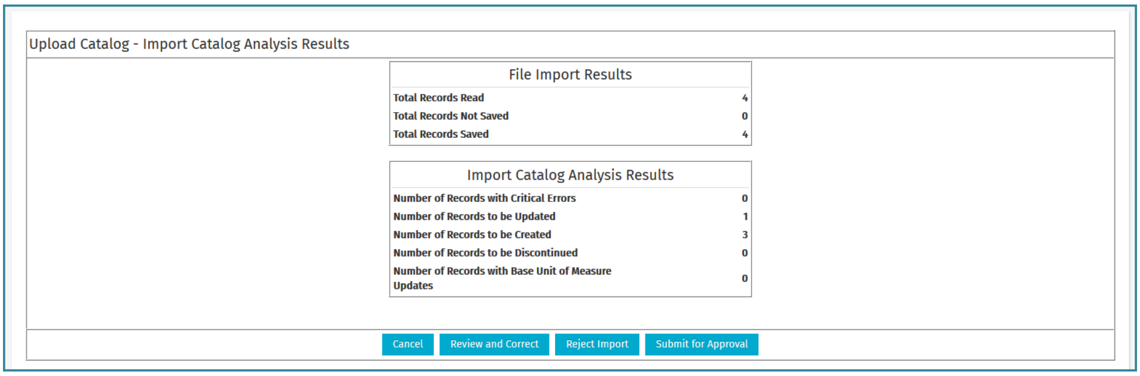


Figure 88: Import Analysis Results page

Table 59: Import Analysis Field Definitions

Field	Definition
Batch ID	Displays the system assigned ID assigned for this import.
Total Records Read	Displays the number of records read from the import.
Total Records Saved	Displays the number of records saved from the import.
Total Records not Saved	Displays the number of records not saved from the import.
Total Records Skipped	Displays the number of records that were skipped from the import.
Total Records to be Created	Displays the number of records to be created from the import.

Table 59: Import Analysis Field Definitions (continued)

Field	Definition
Number of Records to be Updated	Displays the number of records to be updated from the import.
Number of Records to be Discontinued	Displays the number of records to be discontinued from the import.

Table 60: Import Analysis Action Definitions

Action	Definition
Cancel	Returns the user to the Import Specifications List page.
Review and Correct	Directs the user to the Import Data Review page.
Reject Import	Removes the import from the system.
Save and Import Now	Saves the import information and applies the information to the system.
Save and Schedule Import	Save the import information and schedule when the information is upload into the system.

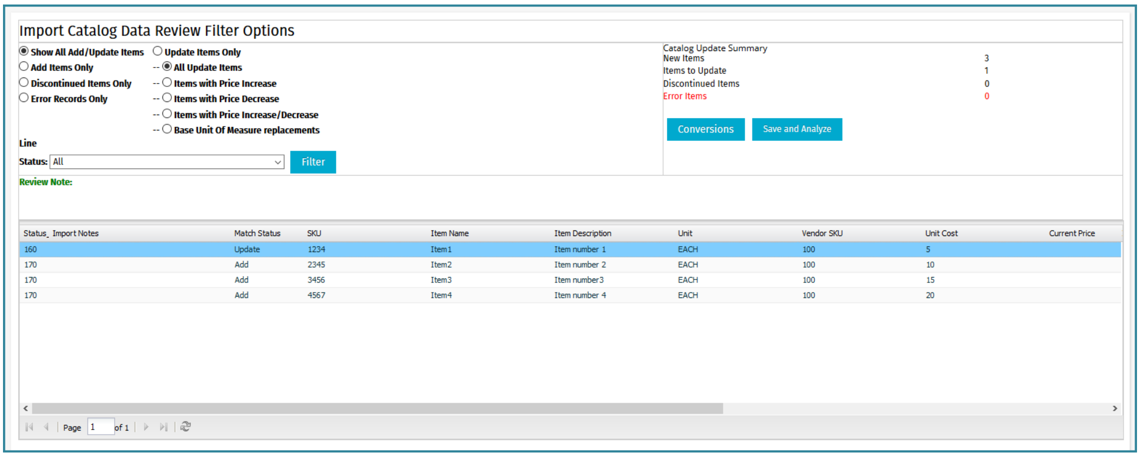


Figure 89: Data Review page

Table 61: Import Data Review Field Definitions – Left Side

Field	Definition
Show All Records	Displays all the records in the grid below.
Records to be Added	Displays only the records to be added in the grid below.
Records to be Updated	Displays only the records to be updated in the grid below.
Records to be Deleted	Displays only the records to the deleted in the grid below.
Records to be Skipped	Displays only the records that were skipped due to a problem in the grid below.

Table 62: Import Data Review Field Definitions – Right Side

Field	Definition
Records to be Added	Displays the number of records to be added.

Table 62: Import Data Review Field Definitions – Right Side (continued)

Field	Definition
Records to be Updated	Displays the number of records to be updated.
Records to be Deleted	Displays the number of records to be deleted.
Records to be Skipped	Displays the number of records that were skipped.

Table 63: Import Data Review Action Definitions

Action	Definition
Filter	Applies the radio action select to the grid below.
Apply Last Change to All Rows	Applies the last change made to all the rows in the grid.
Save and Analyze	Saves the information in the grid and analyzes it.

3.1.12.1 Reviewing an Imported Data Map from the Import Review Work Queue

To review an imported data map from the Import Review work queue:

1. On the Dashboard click the **Import Review** link under the Work Queue heading in the Tasks section.
2. Select the import that is to be reviewed and click **Review**.
3. Click Radio, adjacent to the type of records that need to be displayed.
4. Click **Filter**.
5. Click in the field to make any necessary changes.
6. If the change needs to be applied to all the rows in the grid, click the **Apply Last Change to All Rows**.

   Once this change is made, it cannot be undone.

7. When all the changes are made, click **Save and Analyze**.
8. Click **Save and Import Now** or **Save and Schedule Import** depending on when the import needs to take place.

3.1.12.2 Reviewing an Imported Data Map from a Manual Import

1. From the Dashboard, navigate to > **System** > **Import Specifications**.
2. Select the import map that needs to be processed, and click **Start Import Process**.
3. Click **Browse**.
4. Locate the file to upload and click **Open**.
5. Click **Next**.
6. Click **Review and Correct**.
7. Click the radio button adjacent to the type of records to be displayed and click **Filter**.

8. Click in the field to make any necessary changes.
9. If the change needs to be applied to all the rows in the grid, click **Apply Last Change to All Rows**.

Once this change is made, it cannot be undone.

---

10. When all the changes are made, click **Save and Analyze**.
11. Click **Save and Import Now** or **Save and Schedule Import** depending on when the import needs to take place.

3.2 Preparation of Files

For files to be imported, the files need to be in the proper format as defined in the import specification and the data should be clean.

Before preparing any files to be imported, check the specific import definitions for the fields that are required in the file for the import to be successful.

- The first row must be the column heading (matched with the import specification mapping, download template for example).
- The first column must have data.
- The file should not contain any blank rows
- Excel File - When importing a string, which contains only numeric characters, issues occur when the value starts with 0s. The 0s are trimmed off as Excel assumes that the field is a numeric field instead of a string. Additionally if the string has a period and then trailing 0s, they are trimmed off as well.
- Excel File – The data should always be in the first worksheet and there should not be any hidden worksheets before the first worksheet. The sheet name should be Sheet1.
- Read errors are displayed when data in a particular column has special characters, especially if these characters are the same as file delimiters (for example: “Comma”).
- If the data contains fields that have a field type of numeric, money, currency, int, double, float, or other number type fields, do not use quotes or commas in the data.

To find the list of available fields for import, select the table in the Import Definition field and click **Retrieve**. The page displays the list of fields available and all the required fields are displayed with an asterisk after the field name.

Import Field Definition for Locations

1-32 of 32 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
LocationName	Location Name	Text Box		100	Yes	Yes	No	No
AccCode	Account Code	Text Box		100	No	No	Yes	No
AddrLine1	Address 1	Text Box		255	No	No	Yes	No
AddrLine2	Address 2	Text Box		255	No	No	Yes	No
City	City	Text Box		150	Yes	No	Yes	No
State	State	Text Box		50	Yes	No	Yes	No
PostalCode	Postal Code	Text Box		50	Yes	No	No	No
Phone	Phone	Text Box		15	No	No	Yes	No
LocationTaxRate1	Tax Rate 1	Numeric		18,6	No	No	No	No
LocationTaxRate2	Tax Rate 2	Numeric		18,6	No	No	No	No
LocationUDEF1	User Defined Field 1	Text Box		50	No	No	Yes	No
LocationUDEF2	User Defined Field 2	Text Box		50	No	No	Yes	No
LocationUDEF3	User Defined Field 3	Text Box		50	No	No	Yes	No
LocationUDEF4	User Defined Field 4	Text Box		50	No	No	Yes	No
LocationUDEF5	User Defined Field 5	Text Box		50	No	No	Yes	No
LocationGroup_ID	Group ID	Numeric	0	10	No	No	No	No
LocationGroupName	Group Name	Text Box		50	No	No	Yes	No
LocationDiscontinued	Discontinued	Numeric		3	No	No	No	No
Fax	Fax	Text Box		15	No	No	Yes	No
Email	Email	Text Box		75	No	No	Yes	No
CountryName	Country	Text Box		50	No	No	No	No
DepartmentalContact	Location Contact	Text Box		75	No	No	Yes	No
Reference1	Reference1	Text Box		50	No	No	No	No
Reference2	Reference2	Text Box		50	No	No	No	No
Reference3	Reference3	Text Box		50	No	No	No	No
Reference4	Reference4	Text Box		50	No	No	No	No
Reference5	Reference5	Text Box		50	No	No	No	No
Reference6	Reference6	Text Box		50	No	No	No	No
Reference7	Reference7	Text Box		50	No	No	No	No
Reference8	Reference8	Text Box		50	No	No	No	No
Reference9	Reference9	Text Box		50	No	No	No	No
Reference10	Reference10	Text Box		50	No	No	No	No

Figure 90: Import Definitions Table (Example for Locations)

The information displayed above is what the system requires in order to run the import successfully. The table gives you the necessary information that needs to be sent to the accounting or IS department. When finished viewing this page, click the browser Back action. The Import Specifications List page on the previous page is displayed.

3.3 Import Objects

The import objects are what can be imported into the system. The available import objects are:

- Accounting Codes
- Accounting Codes Template
- Asset Categories
- Assets
- Budgets

- Contracts
- Exchange Rates
- Expense Itemization
- Expense Credit Card
- Expense Types
- Inventory
- Inventory Locations
- Inventory Withdrawals
- Invoices
- Item Categories
- Location Accounts
- Locations
- Lookups
- Manufacturers
- Payment Terms
- Payment Types
- Payments
- Purchase Orders
- Receiving
- Shopping Cart
- Users
- Vendor Types
- Vendors
- Work Orders

If any of the required fields are missing an import, the record is skipped and a reason is given.

3.3.1 Accounting Codes

Import Field Definition for Accounting Codes

1-9 of 9 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
AccountType_ID	Account Type ID	Numeric	0	0	No	Yes	No	No
ReferenceID	Reference ID	Numeric	0	0	No	Yes	No	No
CodeDesc	Code Description	Text Box		100	No	No	Yes	No
AccCode	Accounting Code	Text Box		100	Yes	Yes	Yes	No
AccCodeDiscontinued	Enable/Disable Accounting Code	Text Box		5	No	No	No	No
AccountingCodeGroupName	Account Code Group Name	Text Box		50	No	No	Yes	No
AccountTypeDesc	Account Code Type Name	Text Box		50	No	No	Yes	No
DefaultFor	Default For	Text Box		100	No	No	Yes	No
ParentAccountingCodes	Parent Accounting Codes	Text Box		1000	No	No	Yes	No

Figure 91: Accounting Code Import Definition

Required Fields

- Accounting Code

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Sync with Import File (Add/Update/Delete)
- Delete Only

Fields that Allow Expressions

- Code Description
- Accounting Code
- Account Code Group Name
- Account Type Name
- Default For
- Parent Accounting Codes

Fields that Cannot Have Default Values

- Accounting Code
- Account Type ID

- When adding an account code that already exists in the system, that record is skipped.
- When the account code group IDs are imported with blank values, the system automatically assigns them a default value of 0.
- When deleting accounting codes, all deleted codes are also removed from any associated parent or child records.

The allowed defaults to use with Default For are:

- *Encum[1]
- Freight
- Tax
- *Commitment
- *FW Offset
- AP
- Discount

3.3.2 Account Code Templates

Import Field Definition for Accounting Codes Template

1-7 of 7 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
VendorName	Vendor Name	Text Box		100	No	No	Yes	No
flagDefaultTemplate	Default Template	Numeric	0	0	No	No	No	No
TemplateType_ID	Template ID	Numeric	0	0	No	Yes	No	No
TemplateName	Template Name	Text Box		100	Yes	No	Yes	No
AccCode	Accounting Code	Text Box		100	Yes	Yes	Yes	No
SplitPercent	Percent	Numeric		19,6	Yes	No	No	No
SplitNote	Notes	Text Box		255	No	No	Yes	No

Figure 92: Account Code Template Import Definition

Required Fields

- Accounting Code

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Sync with Import File (Add/Update/Delete)
- Delete Only

Fields that Allow Expressions

[1] Represents FundWare related values

- Code Description
- Accounting Code
- Account Code Group Name
- Account Type Name

Fields that Cannot Have Default Values

- Accounting Code
- Account Type ID

3.3.3 Accounting Splits

Import Field Definition for Accounting Splits

1-9 of 9 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
AccCode	Account code	Text Box		100	Yes	No	Yes	No
SplitPercent	Split Percent	Currency		19,4	No	No	Yes	No
SplitTotal	Split Total	Currency		25,10	No	No	Yes	No
SplitNote	Split Note	Text Box		255	No	No	Yes	No
UsrItem1	User Item 1	Text Box		50	No	No	Yes	No
UsrItem2	User Item 2	Text Box		50	No	No	Yes	No
UsrItem3	User Item 3	Text Box		50	No	No	Yes	No
UsrItem4	User Item 4	Text Box		50	No	No	Yes	No
UsrItem5	User Item 5	Text Box		50	No	No	Yes	No

Figure 93: Accounting Splits Import Specification

Required Fields

- AccCode

Import Types Allowed

- Add Only

Fields that Allow Expression

- All

This import cannot be scheduled. System setting *977 - Accounting Code: Allow Use of Code Split Template* must be set to *Yes*. The import cannot be performed from the Import Specifications list; you must go to the shopping cart split page to perform the import.

Validations

The following validations are performed on this import:

- Cannot include duplicate account codes in the file
- Either the split percent or the split total is required for each line
- A split total cannot be more than the item to which a user is adding the splits.
- Split percent must be a value between 0 and 1.
- The sum of all the split percentages must equal 1.

In order to use the SplitNote field, system setting *898 - Enable notes field for split coding entry* must be set to Yes.

3.3.4 Asset Categories

Import Field Definition for Asset Categories

1-12 of 12 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
AssetCategoryDesc	Asset Category Description	Text Box		50	Yes	Yes	Yes	No
AccCode	Accounting Code	Text Box		100	No	No	Yes	No
DefaultOR_ID	Default Maintenance OR	Numeric	0	19	No	No	No	No
DefaultWO_ID	Default Maintenance WO	Numeric	0	19	No	No	No	No
MeterLabel	Meter Label	Text Box		20	No	No	Yes	No
DefaultUsefulLife	Default Useful Life (Years)	Numeric	0	19	No	No	No	No
DefaultWarrantyMonths	Default Warranty (Months)	Numeric	0	19	No	No	No	No
UsrItem1	User Defined Field 1	Text Box		50	No	No	Yes	No
UsrItem2	User Defined Field 2	Text Box		50	No	No	Yes	No
DefaultWSDate_ID	Default Warranty Start Date	Numeric	1	3	No	No	No	No
AssetConditionName	Default Asset Condition Code Name	Text Box		100	No	No	No	No
NotifyUser	Warranty Expiration Notification to	Text Box		30	No	No	Yes	No

Figure 94: Asset Categories Import Definition

Required Fields

- Category Description

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only

Fields that Allow Expressions

- Asset Category Description
- Account Code
- Meter Label
- User Item 1
- User Item 2
- Warranty Expiration Notification to

Fields that Cannot Have Default Values

- All fields can have default values.

3.3.5 Assets

Import Field Definition for Assets

1-40 of 40 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
AssetNumber	Asset Number	Text Box		20	No	Yes	No	No
Category_Name	Asset Category Name	Text Box		50	No	No	No	No
CategoryAccount	Category Account	Text Box		100	No	No	No	No
Status_Name	Asset Status	Text Box		50	No	No	No	No
Item_Name	Item Name	Text Box		100	No	No	Yes	No
ItemSKU	Item SKU	Text Box		50	No	No	No	No
ItemBarCode	Item Barcode	Text Box		80	No	No	No	No
Unit	Unit	Text Box	EACH	5	No	No	No	No
LocationName	Location Name	Text Box		100	No	No	No	No
Location_AccCode	Location Accounting Code	Text Box		100	No	No	No	No
User_LoginName	User Name	Text Box		75	No	No	No	No
CurrentUser	Current User	Text Box		75	No	No	No	No
AssetCost	Asset Cost	Currency	0	19,4	No	No	No	No
SalvageValue	Asset Salvage Value	Currency	0	19,4	No	No	No	No
ReplacementValue	Asset Replacement Value	Currency	0	19,4	No	No	No	No
AccCode	Asset Account Code	Text Box		100	No	No	Yes	No
SerialNumber	Asset Serial Number	Text Box		50	No	No	Yes	No
ModelNumber	Asset Model Number	Text Box		50	No	No	Yes	No
AssetBarCode	Asset Barcode	Text Box		50	No	No	No	No
DateWarrantyStart	Warranty Start Date	Date		0	No	No	No	No
DateWarrantyEnd	Warranty End Date	Date		0	No	No	No	No
Purchase_VendorName	Purchase Vendor Name	Text Box		100	No	No	Yes	No
Service_VendorName	Service Vendor Name	Text Box		100	No	No	Yes	No
Warranty_VendorName	Warranty Vendor Name	Text Box		100	No	No	Yes	No
Asset_ID	Asset ID	Numeric		0	No	No	No	No
DateAcquired	Date Acquired	Date		0	No	No	No	No
DateDisposed	Date Disposed	Date		0	No	No	No	No
AccumulatedDepreciation	Accumulated Deprecation	Currency	0	19,4	No	No	No	No
AssetDesc	Asset Description	Text Box		255	No	No	Yes	No
WarehouseName	Warehouse Name	Text Box		50	No	No	Yes	No
WarehouseAccount	Warehouse Account	Text Box		100	No	No	Yes	No
AssetConditionName	Asset Condition Code	Text Box		100	No	No	No	No
DepreciationLength	Depreciation Length	Currency	0	18,4	No	No	No	No
AssetURL	Asset URL	Text Box		255	No	No	Yes	No
AssetNotes	Asset Notes	Text Box		255	No	No	Yes	No
ParentAssetNumber	Parent Asset Number	Text Box		20	No	No	No	No
CurrentMeter	Current Meter	Currency	0	18,4	No	No	No	No
UsrItem1	User Item 1	Text Box		50	No	No	Yes	No
UsrItem2	User Item 2	Text Box		50	No	No	Yes	No
DateInService	Date In Service	Date		0	No	No	No	No

Figure 95: Assets Import Definition

Required Fields

- Item SKU

Import Types Allowed

- Add Only
- Update Only

- Add/Update Only
- Delete Only

Fields that Allow Expressions

- Item Name
- Account Code
- Serial Number
- Model Number
- Purchase Vendor Name
- Service Vendor Name
- Warranty Vendor Name
- Asset Description
- Warehouse Name
- Warehouse Account
- Asset URL
- Asset Notes
- User Item 1
- User Item 2Fields that Cannot Have Default Values
- Asset Number

Date in Service

- If the Date in Service is set to Yes for the asset's location, then the Date in Service is imported as the same date as the Date Acquired.
- If the Date in Service is set to No for the asset's location, then the Date in Service can be imported as Null.
- The Date in Service must be equal to or less than the Date Acquired.
- If invoices with images is selected as the Invoice File Type in Step 3, then the Invoice Image field is the only required field in Step 4.
- If using Amazon S3 file storage, file names are case sensitive. All PDFs must end in lower-case ".pdf", and all values specified in the import file must be case-sensitive.

- During analysis if the parent asset record has an error and is skipped, the related information is skipped in the asset attributes. Also, if an asset attribute is skipped, the main asset record is skipped.
- If an asset has the status of in transit, no updates can take place for that asset. This record is skipped and a reason is provided.
- Assets that are disposed or disabled cannot be updated.
- If adding items when importing assets, make sure to have these required fields in the file to be imported:
- Item SKU
- Item Name

- Unit

Assets are matched with these fields in this order:

- Asset ID
- Asset Number
- Serial Number

When performing an add action for assets do not provide the Asset ID for the records.

When processing the Accumulated Depreciation field for added assets, a one-time manual depreciation is recorded for the amount specified in this field.

When processing the Accumulated Depreciation field for updated assets, the system first computes the total depreciation entered against this asset life-to-date (including both system-entered and manual depreciations).

If this value is less than the accumulated depreciation in the import file, the system records an additional manual depreciation for the difference.

If this value is more than the accumulated depreciation in the import file, the system records an appreciation for the difference.

Whenever accumulated depreciation is specified, the system automatically flags the asset for recalculation of the depreciation schedule. Refer to the *Asset Manager Admin Guide, Depreciation Schedule Recalculation* for details on depreciation schedule recalculation.

Updates cannot change asset ID or serial number.

3.3.6 Budgets

Import Field Definition for Budgets

1-40 of 40 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
ActualAmount	Actual Amount	Numeric	0	19,4	No	No	No	No
BudgetAmount	Budget Amount	Numeric	0	19,4	No	No	No	No
BudgetName	Budget Name	Text Box		50	Yes	No	Yes	No
BudgetPeriod_ID	Budget Period Type ID	Numeric		19	No	No	No	No
BudgetPeriodDesc	Budget Period Description	Text Box		50	No	No	Yes	No
BudgetType_ID	Budget Type ID	Numeric		19	No	No	No	No
BudgetTypeDesc	Budget Type Description	Text Box		50	No	No	Yes	No
DateEnd	End Date	Date		10	Yes	No	Yes	No
DateStart	Start Date	Date		10	Yes	No	Yes	No
ForecastAmount	Forecast Amount	Numeric	0	19,4	No	No	No	No
ParentBudgetName	Parent Budget Name	Text Box		50	No	No	No	No
BudgetDesc	Budget Description	Text Box		255	No	No	Yes	No
BudgetNumPeriods	Number of Budget Periods	Numeric	1	19	No	No	No	No
BudgetYear	Budget Year	Numeric	0	19	No	No	No	No
AllowBudgetOverage	Allow Overage	Numeric	0	1	No	No	No	No
WarningAt	Warning At % [0-1]	Numeric	0	18,6	No	No	No	No
WarningUser_Ref	Warning User Ref	Text Box		75	No	No	Yes	No
TaxReservation	Tax Reservation % [0-1]	Numeric	0	18,6	No	No	No	No
FreightReservation	Freight Reservation % [0-1]	Numeric	0	18,6	No	No	No	No
ApproveAt	Approve At % [0-1]	Numeric	0	18,6	No	No	No	No
Priority	Priority	Numeric	0	19	No	No	No	No
flagEnabled	Enable	Numeric	1	19	No	No	No	No
flagInherit	Inherit	Numeric	0	1	No	No	No	No
flagActualAmountOverride	Actual Amount Override	Numeric	0	1	No	No	No	No
BudgetRef1	Budget Reference 1	Text Box		50	No	No	Yes	No
BudgetRef2	Budget Reference 2	Text Box		50	No	No	Yes	No
BudgetRef3	Budget Reference 3	Text Box		50	No	No	Yes	No
BudgetRef4	Budget Reference 4	Text Box		50	No	No	Yes	No
BudgetRef5	Budget Reference 5	Text Box		50	No	No	Yes	No
BudgetRef6	Budget Reference 6	Text Box		50	No	No	Yes	No
BudgetRef7	Budget Reference 7	Text Box		50	No	No	Yes	No
BudgetRef8	Budget Reference 8	Text Box		50	No	No	Yes	No
BudgetRef9	Budget Reference 9	Text Box		50	No	No	Yes	No
BudgetRef10	Budget Reference 10	Text Box		50	No	No	Yes	No
ParentBudget_ID	Parent Budget ID	Numeric	0	19	No	No	No	No
TransactionType	Transaction Type	Text Box	establish	10	Yes	No	No	No
Rule_ID	Rule ID	Numeric	0	19	No	No	No	No
ChildrenActualAmount	Child Actual Amount	Numeric	0	19,4	No	No	No	No
Notes	Notes	Text Box		255	No	No	Yes	No
WarningTo_LoginName	Warning to Login Name	Text Box		75	No	No	Yes	No

Figure 96: Budgets Import Definition

Required Fields

- Transaction Type
- Budget Name
- Date End
- Date Start

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only

Fields that Allow Expressions

- Budget Name
- Budget Period Description
- Budget Type Description
- Date End
- Date Start
- Budget Description
- Warner User Reference
- Budget Reference 1
- Budget Reference 2
- Budget Reference 3
- Budget Reference 4
- Budget Reference 5
- Budget Reference 6
- Budget Reference 7
- Budget Reference 8
- Budget Reference 9
- Budget Reference 10
- Notes
- Warning to Login Name

Fields that Cannot Have Default Values

- All fields can have default values.

- When establishing a budget, the record is skipped if a duplicate budget name is found in the import tables or the live tables.
- When establishing a budget, if the start date and end dates are incorrect, the record is skipped.
- When establishing a budget, the entire budget is skipped if one incorrect record exists.
- The Warning At, Approve At, Tax, and Freight fields need to have a value between 0 and 1.
- When expensing a budget and the expense amount is greater than the budget available, the record is skipped.

3.3.7 Contracts

Import Field Definition for Contracts

1-18 of 18 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
VendorName	Vendor Name	Text Box		100	Yes	No	Yes	No
VendorAccCode	Vendor Account Code	Text Box		100	No	No	Yes	No
VendorContractNumber	Vendor Contract Number	Text Box		30	Yes	No	Yes	No
ContractName	Contract Name	Text Box		50	Yes	No	Yes	No
ContractDesc	Contract Description	Text Box		255	No	No	Yes	No
EffectiveStart	Effective Start	Date		0	No	No	Yes	No
EffectiveEnd	Effective End	Date		0	No	No	Yes	No
ContractInfoURL	Contract Information URL	Text Box		255	No	No	Yes	No
ContractEMail	Contract Email	Text Box		100	No	No	Yes	No
VendorContactName	Vendor Contact Name	Text Box		50	No	No	Yes	No
VendorContactPhone	Vendor Contact Phone	Text Box		15	No	No	Yes	No
AllowPriceUpdates	Allow Price Updates	Numeric		0	No	No	No	No
AllowItemUpdates	Allow Item Updates	Numeric		0	No	No	No	No
ContractText	Contract Text	Text Box		255	No	No	Yes	No
ContractAmount	Contract Amount	Numeric		19,4	No	No	No	No
ContractTypeDesc	Contract Type Description	Text Box		50	Yes	No	Yes	No
UserLoginName	Contract Owner	Text Box		75	No	No	Yes	No
ListPriceSavingPercent	List Price Saving Percent	Currency		18,4	No	No	No	No

Figure 97: Contracts Import Definition

Required Fields

- Contract Name
- Contract Type Description
- Vendor Contract Number
- Vendor Name

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Delete Only

Fields that Allow Expressions

- Vendor Name
- Vendor Account Code
- Vendor Contract Number
- Contract Name
- Contract Description
- Effective Start
- Effective End
- Contract Info URL

- Contract Email
- Vendor Contact Name
- Vendor Contact Phone
- Contract Text
- Contract Owner
- Contract Type Description

Fields that Cannot Have Default Values

- All fields can have default values.

3.3.8 Exchange Rates

Import Field Definition for Exchange Rates

1-7 of 7 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
CurrencyCode	Currency Code	Text Box		3	Yes	Yes	Yes	No
VendorName	Vendor Name	Text Box		100	No	No	Yes	No
VendorAccCode	Vendor Account Code	Text Box		100	No	No	Yes	No
Rate	Rate	Numeric		18,10	Yes	No	No	No
DateBegin	Date Begin	Date		0	Yes	No	Yes	No
DateEnd	Date End	Date		0	Yes	No	Yes	No
ExRateNote	Notes	Text Box		100	No	No	Yes	No

Figure 98: Exchange Rates Import Definition

Required Fields

- Currency Code
- Date Begin
- Date End
- Rate

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Delete Only

Fields that Allow Expressions

- Currency Code
- Vendor Name
- Vendor Account Code
- Date Begin
- Date End
- Notes

Fields that Cannot Have Default Values

- All fields can have default values.

3.3.9 Expense Itemizations

Import Field Definition for Expense Itemization

1-8 of 8 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
ItemizationName	Itemization Name	Text Box		50	Yes	Yes	No	No
IsRequired	Itemization Required	Numeric		0	No	No	No	No
IsReimbursible	Itemization Reimbursable	Numeric		0	No	No	No	No
MaxReimbursibleAmt	Maximum Reimbursable Amount	Numeric		18,6	No	No	No	No
DefaultValue	Default Value	Numeric		0	No	No	No	No
IsEnabled	Itemization Enabled	Numeric		0	No	No	No	No
ItemName	Expense Item Name	Text Box		100	No	No	Yes	No
ItemNo	Expense Item Number	Text Box		50	No	No	Yes	No

Figure 99: Expense Itemizations Import Definition

Required Fields

- Itemized Field Name
- Import Types Allowed
- Add Only

Fields that Allow Expressions

- Item Name
- Item Number

Fields that Cannot Have Default Values

- Itemized Field Name

3.3.10 Expense Credit Card

Import Field Definition for Expense Credit Card

1-17 of 17 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
DateFrom	Date from	Date		0	Yes	No	Yes	No
DateTo	Date to	Date		0	Yes	No	Yes	No
ExpCost	Amount	Currency		19,4	Yes	No	No	No
ExpDescription	Description/Purpose	Text Box		255	No	No	Yes	No
usrItem1	User Item 1	Text Box		50	No	No	Yes	No
usrItem2	User Item 2	Text Box		50	No	No	Yes	No
OriginState	Origin State	Text Box		50	No	No	Yes	No
OriginCity	Origin City	Text Box		50	No	No	Yes	No
DestCity	Destination City	Text Box		50	No	No	Yes	No
DestState	Destination State	Text Box		50	No	No	Yes	No
MCC	Merchant Category Code(MCC)	Text Box		0	No	No	No	No
AccountNumber	Account Number	Text Box		255	Yes	No	No	Yes
TransNum	Transaction number	Text Box		255	No	No	Yes	No
ExpQuantity	Quantity	Currency	1	18,6	Yes	No	No	No
VendorName	Merchant	Text Box		255	No	No	Yes	No
StatementPeriodTo	Statement Period to	Date		0	Yes	No	No	No
StatementPeriodFrom	Statement Period from	Date		0	Yes	No	No	No

Figure 100: Expense Credit Card Import Definitions

Required Fields

- DateFrom
- DateTo
- ExpCost
- AccountNumber
- ExpQuantity
- StatementPeriodTo
- StatementPeriodFrom

Fields that Allow Expressions

- DateFrom
- DateTo
- ExpDescription
- usrItem1
- usrItem2
- OriginState
- OriginCity
- DestCity
- DestState
- TransNum
- VendorName

3.3.11 Expense Types

Import Field Definition for Expense Types

1-14 of 14 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
ExpTypeName	Expense Type Name	Text Box		50	Yes	Yes	No	No
VendorLabel	Vendor Label	Text Box		25	No	No	Yes	No
QtyLabel	Quantity Label	Text Box		25	No	No	Yes	No
AmountLabel	Amount Label	Text Box		50	No	No	Yes	No
DescriptionLabel	Description Label	Text Box		50	No	No	Yes	No
RequireFromToDates	From and To Dates	Numeric		0	No	No	No	No
RequireFromCity	From City	Numeric		0	No	No	No	No
RequireFromToCities	To Cities	Numeric		0	No	No	No	No
RequireVendorEntry	Vendor Entry	Numeric		0	No	No	No	No
AllowAmountEdit	Allow Amount Edit	Numeric		0	No	No	No	No
AllowQuantityEdit	Allow Quantity Edit	Numeric		0	No	No	No	No
AllowFractionalQty	Allow Fractional Quantity	Numeric		0	No	No	No	No
CostFormula	Cost Formula	Text Box		100	No	No	Yes	No
QuantityFormula	Quantity Formula	Text Box		100	No	No	Yes	No

Figure 101: Expense Types Import Definition

Required Fields

- Expense Type Name

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Delete Only

Fields that Allow Expressions

- Vendor Label
- Quantity Label
- Amount Label
- Description Label
- Cost Formula
- Quantity Formula

Fields that Cannot Have Default Values

- Expense Type Name

3.3.12 Inventory

Import Field Definition for Inventory

1-28 of 28 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
ExpirationDate	Expiration Date	Date		0	No	No	Yes	No
Item_ID	Item ID	Numeric		0	No	No	No	No
ItemSKU	Item SKU	Text Box		50	No	No	Yes	No
ItemBarCode	Item Barcode	Text Box		80	No	No	Yes	No
ItemCategory_ID	Item Category ID	Numeric		0	No	No	No	No
ItemCategoryDescription	Item Category Description	Text Box		50	No	No	No	No
ItemCategoryAccount	Item GL Code	Text Box		100	No	No	No	No
ItemClass	Item Class	Text Box		1	Yes	No	No	No
ItemName	Item Name	Text Box		50	Yes	No	Yes	No
LocationRef	Location Reference	Text Box		50	No	No	No	No
LotNumber	Lot Number	Text Box		20	No	No	Yes	No
Quantity	Quantity	Numeric	0	0	No	No	No	No
UnitCost	Unit Cost	Currency	0	19,4	Yes	No	No	No
UOM	Unit of Measure	Text Box		5	Yes	No	No	No
UsrItem1	User Item 1	Text Box		50	No	No	Yes	No
UsrItem2	User Item 2	Text Box		50	No	No	Yes	No
Warehouse_ID	Warehouse ID	Numeric	0	0	No	No	No	No
WarehouseName	Warehouse Name	Text Box		50	No	No	No	No
WarehouseAccount	Warehouse Account Code	Text Box		100	No	No	No	No
ReorderPoint	Reorder Point	Numeric	0	0	No	No	No	No
ReorderQuantity	Reorder Quantity	Numeric	0	0	No	No	No	No
VendorName	Vendor Name	Text Box		100	No	No	Yes	No
VendorAccCode	Vendor Account Code	Text Box		100	No	No	Yes	No
Vendor_ID	Vendor ID	Numeric		0	No	No	No	No
UsrItem3	User Item 3	Text Box		50	No	No	Yes	No
AccCode	Account Code	Text Box		100	No	No	Yes	No
ConditionCodeName	Condition Code Name	Text Box		100	No	No	No	No
Condition_ID	Condition ID	Numeric		0	No	No	No	No

Figure 102: Inventory Import Definition

Required Fields

- Item Class
- Item Name
- Quantity
- Unit Cost
- Unit of Measure

Import Types Allowed

- Add Only

Fields that Allow Expressions

- Expiration Date
- Item SKU
- Item Barcode
- Item Name

- Lot Number
- User Item 1
- User Item 2
- User Item 3
- Vendor Name
- Vendor Account Code
- Account Code

Fields that Cannot Have Default Values

- Item SKU

3.3.13 Inventory Locations

Import Field Definition for Inventory Locations

1-7 of 7 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
LocationRef	Location Reference	Text Box		50	Yes	No	No	No
WarehouseName	Warehouse Name	Text Box		100	No	No	Yes	No
WarehouseAccCode	Warehouse Account Code	Text Box		100	No	No	Yes	No
Capacity	Capacity	Numeric		18,6	No	No	No	No
RefillQty	Refill Qty	Numeric		18,6	No	No	No	No
RefillPoint	Refill Point	Numeric		18,6	No	No	No	No
LocationDescription	Location Description	Text Box		50	No	No	Yes	No

Figure 103: Inventory Locations Import Definition

Required Fields

- Location Reference

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Delete Only

Fields that Allow Expressions

- Warehouse Name
- Warehouse Account Code
- Location Description

Fields that Cannot Have Default Values

- Location Reference
- Inventory Withdrawals

3.3.14 Inventory Withdrawals

Import Field Definition for Inventory Withdrawals

1-7 of 7 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
ItemSKU	Item SKU	Text Box		50	No	No	No	No
BarCode	BarCode	Text Box		50	No	No	No	No
WarehouseName	Warehouse Name	Text Box		50	Yes	No	No	No
WithdrawalQuantity	Withdrawal Quantity	Numeric		18,6	Yes	No	No	No
LocationCode	Location code	Text Box		50	Yes	No	No	No
ORReference2	Order Request Reference 2	Text Box		20	No	No	No	No
ORUdef1	Order Request Udef 1	Text Box		50	No	No	No	No

Figure 104: Inventory Withdrawal Import Definition

Required Fields

- Location Code
- Warehouse Name
- Withdrawal Quantity

Import Types Allowed

- Add Only

Fields that Allow Expressions

- Not Applicable to This Import

Fields that Cannot Have Default Values

- Not Applicable to This Import

Notes

The inventory withdrawal import is limited to 1000 records. If there are more than 1000 records on an import, the entire import errors out.

The base unit of measure is used.

If the user defined in the import is disabled in the system, the import fails and the user is notified.

All items on the inventory withdrawal import are grouped by warehouse and location combination. All items for one location warehouse are grouped on one warehouse withdrawal order request.

If a single order request fails, the entire transaction is rolled back.

When Process Files in Order is selected for scheduled imports and there are different files that contain the same item for the same warehouse and location, the quantity withdrawn is the sum of the quantities from all the associated files.

The Order Request Reference 2 and Order Request Udef 1 use the values from the first record found during the import process.

When a file is processed for the same warehouse and location and an item is listed multiple times in the import file, a single order request is created for that item with the quantity being the sum quantity for the item.

Lines skipped during the import analysis are not considered when the withdrawals are processed.

If the withdrawal quantity is zero or a negative number, the record is skipped.

If the available quantity for the warehouse-item-unit combination is zero, the record is skipped.

If the location code cannot be matched to an active location in the system, the record is skipped.

Withdrawal order requests are created per warehouse per user per ship to location.

The cost of the withdrawal item is determined by the unit cost of the item. The unit cost is determined by system setting *6350 – Inventory Costing Metho*d and the markup percentage for the item.

3.3.15 Invoices

Import Field Definition for Invoices

1-31 of 31 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
Vendor_ID	Vendor ID	Numeric		0	No	No	No	No
PaymentVendorAccCode	Payment Vendor Account Code	Text Box		50	No	No	Yes	No
PaymentVendorName	Payment Vendor Name	Text Box		32	No	No	Yes	No
APAccCode	Account Code	Text Box		100	No	No	Yes	No
DateI	Invoice Date	Date		10	Yes	No	Yes	No
DueDate	Due Date	Date		10	No	No	Yes	No
Notes	Notes	Text Box		255	No	No	Yes	No
Tax	Tax	Currency		19,4	No	No	Yes	No
Tax2	Tax 2	Currency		19,5	No	No	Yes	No
Tax3	Tax 3	Currency		19,4	No	No	Yes	No
UseTax	Use Tax	Currency		19,4	No	No	Yes	No
Freight	Freight	Currency		19,4	No	No	Yes	No
InvoiceTotal	Invoice Total	Currency		19,4	Yes	No	Yes	No
PaymentTerm_ID	Payment Term ID	Numeric		0	No	No	No	No
PaymentTermName	Payment Term Name	Text Box		50	No	No	Yes	No
PaymentType_ID	Payment Type ID	Numeric		0	No	No	No	No
PaymentTypeName	Payment Type Name	Text Box		50	No	No	Yes	No
UsrItem1	User Item 1	Text Box		50	No	No	Yes	No
UsrItem2	User Item 2	Text Box		50	No	No	Yes	No
UsrItem3	User Item 3	Text Box		50	No	No	Yes	No
InvoiceNum	Invoice Number	Text Box		50	Yes	No	Yes	No
PO_Number	PO Number	Text Box		32	No	No	Yes	No
LocationName	Location Name	Text Box		100	No	No	Yes	No
LocAccCode	Location Account Code	Text Box		100	No	No	Yes	No
ImportType_ID	Invoice Import Type	Text Box	2	0	Yes	No	Yes	No
VendorAccCode	Vendor Account Code	Text Box		50	No	No	Yes	No
VendorName	Vendor Name	Text Box		100	No	No	Yes	No
WO_ID	Work Order ID	Numeric	0	0	No	No	No	No
ImageRef	Invoice Image	Text Box		100	Yes	No	No	No
UsrItem4	User Item 4	Text Box		50	No	No	Yes	No
UsrItem5	User Item 5	Text Box		50	No	No	Yes	No

Import Field Definition for Invoice Line Details

1-18 of 18 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
Item_ID	Item ID	Numeric		0	No	No	Yes	No
ItemSKU	Item SKU	Text Box		50	No	No	Yes	No
ItemName	Item Name	Text Box		100	Yes	No	Yes	No
ReceivedQty	Received Qty	Numeric		18,6	No	No	Yes	No
ItemPrice	Item Price	Currency		19,4	No	No	Yes	No
Receiving_Ref	Receiving Reference	Text Box		75	No	No	Yes	No
Unit	Unit	Text Box		5	No	No	Yes	No
LineAccCode	Line Account Code	Text Box		50	No	No	Yes	No
LineNotes	Line Notes	Text Box		255	No	No	Yes	No
ItemCategoryName	Item Category Name	Text Box		100	No	No	Yes	No
ItemQty	Item Quantity	Numeric	0	18,6	Yes	No	Yes	No
AssetNumber	Asset Number	Text Box		20	No	No	Yes	No
SerialNumber	Serial Number	Text Box		50	No	No	Yes	No
LineUsrItem1	Line User Item 1	Text Box		50	No	No	Yes	No
LineUsrItem2	Line User Item 2	Text Box		50	No	No	Yes	No
LineUsrItem3	Line User Item 3	Text Box		50	No	No	Yes	No
LineUsrItem4	Line User Item 4	Text Box		50	No	No	Yes	No
LineUsrItem5	Line User Item 5	Text Box		50	No	No	Yes	No

Import Field Definition for Invoice Header Distribution

1-9 of 9 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
SplitTotal	Distribution Amount	Currency	0	19,4	No	No	Yes	No
AccCode	Distribution Account Code	Text Box		100	No	No	Yes	No

Required Fields

- Invoice Date
- Invoice Type ID
- Invoice Number
- Invoice Total
- Invoice Image (required only for invoice image imports)

- If invoices with images is selected as the Invoice File Type in Step 3, then the Invoice Image field is the only required field in Step 4.
- If using Amazon S3 file storage, file names are case sensitive. All PDFs must end in lower-case ".pdf", and all values specified in the import file must be case-sensitive.

Import Types Allowed

- Add Only

Fields that Allow Expressions

- Code Description
- Accounting Code
- Account Code Group Name
- Account Type Name
- Distribution Notes

Fields that Cannot Have Default Values

- All fields can have default values.

Notes

Invoice import errors are handled within the Invoice Manager module.

Invoices can be imported for POs, Blanket POs, or non-POs.

The invoice import type ID is as follows:

PO invoice = 0

Non-PO invoice = 2

When preparing the file to import invoices, each file needs to be for a specific import for either all purchase order related invoices or all non-PO related invoices.

The invoice files types allowed are:

- Header
- Header and Line Details
- Header, Line Details, and Header Distribution
- Header, Line Details, and Line Distribution
- Invoices with Images

For non-PO related invoices, the import file needs to contain only similar data. The first record on the file determines which of the below options can be used in that file. If the first option is used, all the invoices in the file need to contain only header Information.

- Non-PO Invoices with only header information
- Non-PO Invoices with header and header distribution
- Non-PO Invoices with header and line details
- Non-PO Invoices with header, header distribution, and line details
- Non-PO Invoices with header, line details, and line distribution

When invoices with images is selected, the Invoice Image field is the only required field in Step 4.

After the Invoices with Images import specification is defined, the invoice images must be placed in the same location as the import file.

Manual: <file-manager-root>/t<tenant-id>c0/import/Invoices/import-spec-id/manual

Scheduled: <file-manager-root>/t<tenant-id>c0/import/Invoices/import-spec-id/scheduled

The invoice images can be uploaded as individual PDF documents, or the user can upload a zip file containing multiple PDF documents. If a zip file is used, the PDF documents must be in the root directory of the zip file. If the zip file contains subdirectories, the subdirectories are ignored.

The user can upload the zip files or the PDF documents using the Basware File Manager upload functionality.

The zip files or PDF files can also be placed directly in the appropriate directory by a customized script (for example, a custom import script that moves files from an FTP server into the correct directory).

This customized script requires set up by your Basware Implementation or Client Care Team.

When the import specification runs, the system moves all the PDF documents (including those within zip files) to the following Basware File Manager Directory:

<file-manager-root>/t<tenant-id>/c0/invoice/imported

Once the results are processed, any PDF documents referenced by the imported invoices are moved to the following Basware File Manager:

<file-manager-root>/t<tenant-id>/c0/invoice/Manual/<MMDDYYYY>

The reference in the database table is updated to reflect this location.

Any PDF documents that are not utilized, remain in the invoice/imported folder. This feature allows the system to process multiple import files at the same time.

If using Amazon S3 file storage, file names are case sensitive. All PDFs must end in lower-case ".pdf", and all values specified in the import file must be case-sensitive in order to match it to the file name.

In the event that two PDF documents with the same name exist in multiple zip files, the system keeps only the last file processed with that name, without failing the import. The system does not guarantee that the zip files are processed in any particular order, so it is important that the user verifies that all PDF documents have unique file names within their system.

If an imported image references a non-existent image, the import does not fail. The invoice is imported, and the user receives a "file not found" message in the Invoice Image Preview pane when viewing the invoice.

The scheduled task Clear Temp Imports runs as part of PITMainDayBegin (between midnight and 1:00 AM). This task removes any unprocessed imports and PDF documents in the invoice/imported folder that are older than the number of days specified by global system setting *2108 – Number of Days to Keep Import History*. The default value for this system setting is 90 days.

BPO Invoice Import - Blanket purchase orders can be imported using either free-form invoicing or against receipts. When using free-form invoicing, all PO lines are automatically set as free-form, skipping line matching. The item category for each item will default to the item category of the Blanket PO line.

For importing BPOs against receipts, the system performs line matching for each imported item. Any item that cannot be matched to a line is marked as a free form item. Users can review the invoice and correct item information if needed from the File Upload queue. After edits are made, the system performs line matching again. any items still unmatched will process as free form items and the invoice will go into the Receiving Discrepancy work queue.

All BPO invoice imports are validated against the remaining BPO amount to prevent users from exceeding the BPO amount.

3.3.16 Item Categories

Import Field Definition for Item Categories

1-10 of 10 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
CategoryName	Category Name	Text Box		100	Yes	Yes	No	No
ParentCategoryName	Parent Category Name	Text Box		100	No	No	Yes	No
AccCode	Account Code	Text Box		100	No	No	Yes	No
CostMultiplier	Cost Multiplier	Numeric		18,6	No	No	No	No
CommodityRef	Commodity Reference	Text Box		1000	No	No	Yes	No
DefaultItemTypeName	Default Item Type Name	Text Box		100	No	No	Yes	No
FFNotifyAdmin	FF Notify Admin	Numeric		0	No	No	No	No
flagFreeFormDisplay	Flag Free Form Display	Numeric		0	No	No	No	No
AssetCategoryName	Asset Category	Text Box		100	No	No	Yes	No
flagAutoReceiveInvoice	Flag Auto Receive Invoice	Numeric		0	No	No	No	No

Figure 106: Item Categories Import Definition

Required Fields

- Category Name

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Sync with Import File (Add/Update/Delete)

Fields that Allow Expressions

- Parent Category Name
- Account Code
- Commodity Reference
- Default Free Form Item
- Asset Category Name

Fields that Cannot Have Default Values

- Category Name

3.3.17 Location Accounts

Import Field Definition for Location Accounts

1-5 of 5 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
LocationAccountNum	Location Account Number	Text Box		50	Yes	Yes	No	No
LocationAccCode	Location Account Code	Text Box		100	No	No	Yes	No
VendorName	Vendor Name	Text Box		100	No	No	Yes	No
VendorAccCode	Vendor Account Code	Text Box		100	No	No	Yes	No
LocationName	Location Name	Text Box		100	No	No	Yes	No

Figure 107: Location Accounts Import Definition

Required Fields

- Location Account Number

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Delete Only

Fields that Allow Expressions

- Location Account Code
- Vendor Name
- Vendor Account Code
- Location Name

Fields that Cannot Have Default Values

- Location Account Number

3.3.18 Locations

Import Field Definition for Locations

1-32 of 32 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
LocationName	Location Name	Text Box		100	Yes	Yes	No	No
AccCode	Account Code	Text Box		100	No	No	Yes	No
AddrLine1	Address 1	Text Box		255	No	No	Yes	No
AddrLine2	Address 2	Text Box		255	No	No	Yes	No
City	City	Text Box		150	Yes	No	Yes	No
State	State	Text Box		50	Yes	No	Yes	No
PostalCode	Postal Code	Text Box		50	Yes	No	No	No
Phone	Phone	Text Box		15	No	No	Yes	No
LocationTaxRate1	Tax Rate 1	Numeric		18,6	No	No	No	No
LocationTaxRate2	Tax Rate 2	Numeric		18,6	No	No	No	No
LocationUDEF1	User Defined Field 1	Text Box		50	No	No	Yes	No
LocationUDEF2	User Defined Field 2	Text Box		50	No	No	Yes	No
LocationUDEF3	User Defined Field 3	Text Box		50	No	No	Yes	No
LocationUDEF4	User Defined Field 4	Text Box		50	No	No	Yes	No
LocationUDEF5	User Defined Field 5	Text Box		50	No	No	Yes	No
LocationGroup_ID	Group ID	Numeric	0	10	No	No	No	No
LocationGroupName	Group Name	Text Box		50	No	No	Yes	No
LocationDiscontinued	Discontinued	Numeric		3	No	No	No	No
Fax	Fax	Text Box		15	No	No	Yes	No
Email	Email	Text Box		75	No	No	Yes	No
CountryName	Country	Text Box		50	No	No	No	No
DepartmentalContact	Location Contact	Text Box		75	No	No	Yes	No
Reference1	Reference1	Text Box		50	No	No	No	No
Reference2	Reference2	Text Box		50	No	No	No	No
Reference3	Reference3	Text Box		50	No	No	No	No
Reference4	Reference4	Text Box		50	No	No	No	No
Reference5	Reference5	Text Box		50	No	No	No	No
Reference6	Reference6	Text Box		50	No	No	No	No
Reference7	Reference7	Text Box		50	No	No	No	No
Reference8	Reference8	Text Box		50	No	No	No	No
Reference9	Reference9	Text Box		50	No	No	No	No
Reference10	Reference10	Text Box		50	No	No	No	No

Figure 108: Locations Import Definition

If Basware Network integration is enabled, one additional field is included in the import: LocationIdentifier. This is the Location Identifier for Invoice, which facilitates location matching for Basware Network invoices.

Required Fields

- Location Name
- City
- State
- Postal Code

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Delete Only

Fields that Allow Expressions

- Account Code
- Address Line 1
- Address Line 2
- City
- State
- Phone
- Location Defined Field 1
- Location Defined Field 2
- Location Defined Field 3
- Location Defined Field 4
- Location Defined Field 5
- Location Group Name
- Location Group Name
- Fax
- Email
- Department Contact

Fields that Cannot Have Default Values

- Location Name

Notes

To import location attributes, the following must be completed in Step 3:

In the Import Type field select Standard and Attribute.

In the Location Group field select the location group this import map is for.

Only one location group can be selected.

The Location Group field is required when standard and attribute is selected.

The number of attributes associated with the location group selected is the number of attributes available on the import map under the Discontinued field.

If Standard and Attribute are selected with a location group without attributes, the location import map does not contain any attributes. The attributes are derived from the location group.

Mapped location attributes are validated to verify required fields are mapped, date fields are mapped to date fields, text fields are mapped to text fields, etc.

Location attributes are validated for one location at a time.

The mapped attribute value in the file is considered first during the import.

If mapped attributes values are not present in the file, the default value is considered (if provided in the map).

If there is still an empty value, the empty value is sent for validation. Empty values can fail validation if the mapped field is required.

The following validations are performed for the attributes:

- Required
- Number
- Date
- Number Field Range
- Other UI Validations

Attached files for location attributes cannot be imported.

Checkbox values 0 or 1 (Yes or No) are accepted. Any other values provided in the import file/map are considered as the checkbox not being checked.

The Country Name field (if provided) is mapped against the country name or country name English field in the Countries table. This means the name can be either in English or in the language for that country. For example, Germany or Deutschland can be entered. If no matching country is found, the record is skipped and a reason is provided. The user may map the field but leave it blank without causing an error.

The following countries have duplicate entries and must be entered as follows:

CountryNameENG	CountryName	LanguageName
Canada	Canada	English
Canada (French)	Canada	Français
Congo	Congo	
Congo DR	Congo, The Democratic Republic	

If a departmental contact is provided, it is validated against the login name in the Users table. If the login does not exist, the record is skipped and a reason is provided.

3.3.19 Lookups

Import Field Definition for Lookups

1-4 of 4 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
LookupName	Lookup Name	Text Box		50	Yes	Yes	Yes	No
LookupValue	Lookup Display	Text Box		50	Yes	No	Yes	No
LookUpValue2	Lookup Value	Text Box		50	Yes	No	Yes	No
Disabled	Disabled	Numeric		0	No	No	No	No

Figure 109: Lookups Import Definition

Required Fields

- Lookup Name
- Lookup Display

- Lookup Value

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Delete Only

Fields that Allow Expressions

- Lookup Name
- Lookup Display
- Lookup Value

Fields that Cannot Have Default Values

- Disabled

3.3.20 Manufacturers

Import Field Definition for Manufacturers

1-8 of 8 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
ManufacturerName	Manufacturer Name	Text Box		50	Yes	Yes	Yes	No
ManufacturerUrl	Manufacturer URL	Text Box		255	No	No	Yes	No
AddrLine1	Address 1	Text Box		255	No	No	Yes	No
AddrLine2	Address 2	Text Box		255	No	No	Yes	No
City	City	Text Box		150	Yes	No	Yes	No
State	State	Text Box		50	Yes	No	Yes	No
PostalCode	Postal Code	Text Box		50	No	No	No	No
ManufacturerNotes	Manufacturer Notes	Text Box		255	No	No	Yes	No

Figure 110: Manufacturers Import Definition

Required Fields

- Manufacturer Name
- State
- City

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Sync with Import File (Add/Update/Delete)
- Delete Only

Fields that Allow Expressions

- Manufacturer Name

- Manufacturer URL
- Address Line 1
- Address Line 2
- City
- State
- Manufacturer Notes

Fields that Cannot Have Default Values

- Manufacturer Name

3.3.21 Payment Terms

Import Field Definition for Payment Terms

1-5 of 5 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
PaymentTermName	Payment Term Name	Text Box		50	Yes	Yes	Yes	No
NetDueInDays	Net Due in Days	Numeric		0	No	No	No	No
DiscountPercent	Discount Percent	Numeric		18,6	No	No	No	No
DiscountDays	Discount Days	Numeric		0	No	No	No	No
PaymentTermDiscontinued	Payment Term Discontinued	Numeric	0	3	No	No	No	No

Figure 111: Payment Terms Import Definition

Required Fields

- Payment Term Name

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Sync with Import File (Add/Update/Delete)
- Delete Only

Fields that Allow Expressions

- Payment Term Name

Fields that Cannot Have Default Values

- Payment Term Name

3.3.22 Payment Types

Import Field Definition for Payment Types

1-2 of 2 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
PaymentType	Payment Type	Text Box		20	Yes	Yes	No	No
PaymentTypeShort	Payment Type Short	Text Box		10	Yes	No	Yes	No

Figure 112: Payment Types Import Definition

Required Fields

- Payment Type
- Payment Type Short

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Delete Only

Fields that Allow Expressions

- Payment Type Short

Fields that Cannot Have Default Values

- Payment Type

3.3.23 Payments

Import Field Definition for Payments

1-12 of 12 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
PaymentType	Payment Type	Text Box		20	No	No	Yes	No
PO_Number	PO Number	Text Box		32	No	No	No	No
CurrencyCode	Currency Code	Text Box	USD	3	No	No	No	No
BankRef	Bank Reference	Text Box		50	No	No	Yes	No
PaymentAmount	Payment Amount	Currency	0	19,4	Yes	No	No	No
PaymentDate	Payment Date	Date		0	Yes	No	Yes	No
PaymentNotes	Payment Notes	Text Box		255	No	No	Yes	No
PaymentRef	Payment Reference	Text Box		50	Yes	No	Yes	No
InvoiceAmount	Invoice Amount	Currency	0	19,4	Yes	No	No	No
VendorAccCode	Vendor Account Code	Text Box		100	No	No	Yes	No
InvoiceNum	Invoice Number	Text Box		30	Yes	No	No	No
PaymentVoid	Flag Void	Numeric		0	No	No	No	No

Figure 113: Payments Import Definition

Required Fields

- Invoice Amount

- Invoice Number
- Payment Amount
- Payment Date
- Payment Reference
- Vendor Account Code

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only

Fields that Allow Expressions

- Payment Type
- Bank Reference
- Payment Date
- Payment Notes
- Payment Reference
- Vendor Account Code

Fields that Cannot Have Default Values

- All fields can have default values.

3.3.24 Purchase Orders

Import Field Definition for Purchase Orders

1-60 of 60 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
PO_Number	PO Number	Text Box		32	Yes	No	Yes	No
POAccCode	PO Account Code	Text Box		100	No	No	Yes	No
POTypeDesc	PO Type Description	Text Box		50	No	No	Yes	No
POLineAccCode	Line Account Code	Text Box		100	No	No	Yes	No
VendorName	Vendor Name	Text Box		100	No	No	Yes	No
ShipToLocationName	Ship to Location Name	Text Box		100	No	No	Yes	No
BillToLocationName	Bill to Location Name	Text Box		100	No	No	Yes	No
ChargeToLocationName	Charge to Location Name	Text Box		100	No	No	Yes	No
ShipVia	Ship Via	Text Box		50	No	No	Yes	No
TargetWareHouse	Target Warehouse ID	Text Box		50	No	No	Yes	No
WorkOrder_ID	Work Order ID	Numeric	0	0	No	No	No	No
AssetNumber	Asset Number	Text Box		20	No	No	No	No
ItemName	Item Name	Text Box		100	Yes	No	Yes	No
ItemSKU	Item SKU	Text Box		50	No	No	Yes	No
ItemBarCode	Item Barcode	Text Box		50	No	No	Yes	No
ItemCategoryDescription	Item Category Description	Text Box		100	No	No	Yes	No
ItemCategoryAccount	Item Category Account	Text Box		100	No	No	Yes	No
UOM	Unit of Measure	Text Box		5	No	No	Yes	No
UnitCost	Item Unit Cost	Numeric		19,4	Yes	No	No	No
CurrencyCode	Currency Code	Text Box	USD	3	No	No	Yes	No
Quantity	Item Quantity	Numeric		18,6	Yes	No	No	No
Tax	Tax	Numeric	0	19,4	No	No	No	No
Tax2	Tax 2	Numeric	0	19,4	No	No	No	No
DueDate	Due Date	Date		0	No	No	Yes	No
AttentionLine	Line Attention	Text Box		50	No	No	Yes	No
HandlingInstructions	Handling Instruction	Text Box		255	No	No	Yes	No
Comments	Comments	Text Box		255	No	No	Yes	No
POUdef1	User Item 1	Text Box		50	No	No	Yes	No
POUdef2	User Item 2	Text Box		50	No	No	Yes	No
POUdef3	User Item 3	Text Box		50	No	No	Yes	No
POUdef4	User Item 4	Text Box		50	No	No	Yes	No
POUdef5	User Item 5	Text Box		50	No	No	Yes	No
POLineUdef1	Line User Item 1	Text Box		50	No	No	Yes	No
POLineUdef2	Line User Item 2	Text Box		50	No	No	Yes	No
POLineUdef3	Line User Item 3	Text Box		50	No	No	Yes	No
POLineUdef4	Line User Item 4	Text Box		50	No	No	Yes	No
POLineUdef5	Line User Item 5	Text Box		50	No	No	Yes	No
POType_ID	Reference to PO Type ID	Numeric	0	0	No	No	No	No
User_ID	PO Creator	Numeric	0	0	No	No	No	No
Freight	Purchase Order Freight	Numeric	0	19,4	No	No	No	No
POTotal	Purchase Order Total	Numeric	0	19,4	Yes	No	No	No
POLine_Nbr	Purchase Order Line Number	Numeric	0	0	Yes	No	No	No
VendorAccCode	Vendor Account Code	Text Box		100	No	No	Yes	No
VendorAccountNbr	Vendor Account Number	Text Box		50	No	No	Yes	No
PaymentTermName	Payment Term Name	Text Box		50	No	No	Yes	No
ItemDescription	Item Description	Text Box		255	No	No	Yes	No
DatePlaced	Date Placed	Date		0	Yes	No	Yes	No
ProjectName	Project Name	Text Box		100	No	No	Yes	No
POStatusDesc	Purchase Order Status Description	Text Box		50	No	No	Yes	No
UserName	User Name	Text Box		75	No	No	Yes	No
QuantityReturned	Returned Quantity	Numeric	0	18,6	No	No	No	No
QuantityReceived	Received Quantity	Numeric	0	18,6	No	No	No	No
QuantityInvoiced	Invoiced Quantity	Numeric	0	18,6	No	No	No	No
LineNotes	Line Notes	Text Box		255	No	No	No	No
ShipToLocationAccCode	Ship to Location Account Code	Text Box		100	No	No	Yes	No
BillToLocationAccCode	Bill to Location Account Code	Text Box		100	No	No	Yes	No

Required Fields

- PO Number
- Date Placed
- Item Name
- Purchase Order Line Number
- Purchase Order Total
- Item Quantity
- Item Unit Cost

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only

Fields that Allow Expressions

- PO Number
- PO Account Code
- PO Type Description
- PO Line Account Code
- Vendor Name
- Ship to Location Name
- Bill to Location Name
- Charge to Location Name
- Ship via
- Target Warehouse
- Item Name
- Item SKU
- Item Barcode
- Item Category Description
- Item Category Amount
- Unit of Measure
- Currency Code
- Due Date
- Attention Line
- Handling Instructions
- Comments
- PO User Defined 1
- PO User Defined 2
- PO User Defined 3
- PO User Defined 4
- PO User Defined 5

- PO Line User Defined 1
- PO Line User Defined 2
- PO Line User Defined 3
- PO Line User Defined 4
- PO Line User Defined 5
- Vendor Account Code
- Vendor Account Number
- Payment Term
- Item Description
- Date Placed
- Project Name
- PO Status Description
- User Name
- Ship to Location Account Code
- Bill to Location Account Code
- Charge to Location Account Code
- Shipment Number

Fields that Cannot Have Default Values

- All fields can have default values.

3.3.25 Receiving

Import Field Definition for Receiving

1-24 of 24 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
User_ID	ProcureIt User ID	Numeric		0	No	No	No	No
CompanyUser_ID	Company User ID	Text Box		20	No	No	Yes	No
POLine_ID	PO Line ID	Numeric	0	0	No	No	No	No
ItemSKU	Item SKU	Text Box		50	No	No	Yes	No
BarCode	Barcode	Text Box		80	No	No	Yes	No
PO_ID	PO ID	Numeric	0	0	No	No	No	No
PO_Number	PO Number	Text Box		32	Yes	No	Yes	No
QuantityReceived	Quantity Received	Numeric		18,6	Yes	No	No	No
ReceivingReference	Receiving Reference	Text Box		75	Yes	No	Yes	No
ReceiptDate	Receipt Date	Date		0	Yes	No	Yes	No
LotNumber	Lot Number	Text Box		50	No	No	Yes	No
ExpirationDate	Expiration Date	Date		0	No	No	Yes	No
ReceiptType_ID	Receipt Type ID	Numeric	0	0	No	No	No	No
SourceWarehouse_ID	Source Warhouse ID	Numeric	0	0	No	No	No	No
TargetWarehouse_ID	Target Warehouse ID	Numeric	0	0	No	No	No	No
EMPFirstName	First Name	Text Box		50	No	No	Yes	No
EMPLastName	Last Name	Text Box		50	No	No	Yes	No
ShipmentNbr	Shipment Number	Text Box		100	No	No	Yes	No
POLine_Nbr	Purchase Order Line Number	Numeric	0	0	No	No	No	No
ReceiptTypeName	Receipt Type Name	Text Box		15	No	No	Yes	No
SourceWarehouseAccCode	Source Warehouse Account Code	Text Box		100	No	No	Yes	No
SourceWarehouseName	Source Warehouse Name	Text Box		50	No	No	Yes	No
TargetWarehouseAccCode	Target Warehouse Account Code	Text Box		100	No	No	Yes	No
TargetWarehouseName	Target Warehouse Name	Text Box		50	No	No	Yes	No

Figure 115: Receiving Import Definition

Required Fields

- PO Number
- Quantity Received
- Receipt Date
- Receiving Reference

Import Types Allowed

- Add Only

Fields that Allow Expressions

- Company User ID
- Item SKU
- Barcode
- PO Number
- Receiving Reference
- Receipt Date
- Lot Number

- Expiration Date
- First Name
- Last Name
- Shipment Number
- Receipt Type Name
- Source Warehouse Account Code
- Source Warehouse Name
- Target Warehouse Account Code
- Target Warehouse Name

Fields that Cannot Have Default Values

- All fields can have default values.

Note

If the receipt type ID or the receipt type name is provided, it is validated against the Receipt Types table. If neither one of these exist, the record is skipped and a reason is provided.

If the source warehouse ID or source warehouse name is provided, it is validated against the Warehouses table. If neither exists, the record is skipped and a reason is provided.

If the target warehouse ID or the target warehouse name is provided, it is validated against the Warehouses table. If neither exists, the record is skipped and a reason is provided.

If the target warehouse account code is provided with the target warehouse name, it is validated against the Warehouses table. If it does not exist, the record is skipped and a reason is provided.

3.3.26 Shopping Cart

Import Field Definition for Shopping Cart

1-14 of 14 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
ItemSKU	Item SKU	Text Box		50	Yes	No	No	No
OrderQuantity	Order Quantity	Numeric		18,6	Yes	No	No	No
Unit	Unit	Text Box		50	Yes	No	No	No
VendorName	Vendor Name	Text Box		100	No	No	No	No
UnitCost	Unit Cost	Numeric		18,6	No	No	No	No
ItemCategory	Item Category	Text Box		50	No	No	No	No
Manufacturer	Manufacturer	Text Box		50	No	No	No	No
AccountCode	Account Code	Text Box		50	No	No	No	No
ItemName	Item Name	Text Box		50	No	No	No	No
UsrItem1	User Item 1	Text Box		50	No	No	Yes	No
UsrItem2	User Item 2	Text Box		50	No	No	Yes	No
UsrItem3	User Item 3	Text Box		50	No	No	Yes	No
UsrItem4	User Item 4	Text Box		50	No	No	Yes	No
UsrItem5	User Item 5	Text Box		50	No	No	Yes	No

Figure 116: Shopping Cart Import Definition

Required Fields

For Standard Items

- Item SKU
- Order Quantity

- Unit

For Off Catalog Items

- Item SKU
- Order Quantity
- Unit
- Unit Cost
- Vendor Name
- Item Category

Import Types Allowed

- Add Only

Fields that Allow Expressions

- UsrItem1
- UsrItem2
- UsrItem3
- UsrItem4
- UsrItem5

Fields that Cannot Have Default Values

- All fields can have default values.

Notes

Order of Validation for Shopping Cart Import File

The user creating the shopping cart import is the creator/owner of the shopping cart and order request.

If a shopping cart needs to be imported for another user, the On-Behalf-Of functionality can be used.

Max Record Limit Check: All records are skipped from the import if the number of records in the import exceeds the number of records defined in system setting 17030 – Max number of records allows for shopping card import. The following message is displayed during analysis:

The import contains more than the allowed 250 records.

Validate Unit of Measure: All records having invalid UOM are skipped and the following message is displayed during analysis:

Unit of measure is invalid.

Validate Order Quantity: All records having order quantity less than or equal to 0 are skipped and the following message is displayed during analysis:

Order quantity must be greater than 0.

Validate item type: Only Product, Asset and Services are allowed as item types. All records having item type as Expense are skipped and the following message is displayed:

Invalid Item Type.

Expense items cannot be added to shopping cart.

Match Item SKU and UOM: Based on the item SKU and UOM provided in the file, system tries to identify the Item ID and Unit to which this record needs to be mapped, if this gets mapped successfully to a valid Item-UOM in the system, the item is imported to shopping cart. If this is not mapped, the following message is displayed:

The selected unit of measure cannot be found in the system.

Match Vendor and Unit Cost: Based on the item SKU and UOM provided in the file, the system attempts to identify the preferred vendor and unit cost associated with that vendor. If this is mapped successfully to a valid Vendor-Cost in the system, the item is imported to the shopping cart.

Once all the items are imported to the shopping cart, it is recommended that the user click the Save Changes action to refresh the cart. This is required to make sure correct information is displayed for all the items in the cart.

Validate item already in cart: All items which are already in the users shopping cart are skipped when performing an import and the following message is displayed:

The item is already in the users shopping cart.

Validate Item Assemblies: If item assembly name is provided in the import file then all the records containing item assembly names are skipped and the following message is displayed:

Item assembly imports are not supported.

Validate suggested items: If suggested item name is provided in the import file then all the records containing suggested item names are skipped and the following message is displayed:

Suggested item imports are not supported.

If Allow Off Catalog option is set to NO in Step 3 of the Shopping cart import spec, then the following validations occur:

- Validate discontinued items: All discontinued items provided in the import file are skipped if allow off catalog option is set to NO. The following message is displayed:

Discontinued item imports are not supported.

- Validate off catalog items: All the items which were not mapped with any valid item in previous steps are considered off catalog items. When the Allow Off Catalog Items option is set to NO, all off catalog items identified are skipped. The following message is displayed:

Off catalog items cannot be imported.

If Allow Off Catalog option is set to YES in Step 3 of the Shopping cart import spec, then the following validations occur:

- Validation for permission 36 – Can Create Free Form ORs: If user does not have permission to create off catalog request, then all the off catalog items are skipped in import file and the following message is displayed during the import analysis:

User does not have permission to create off catalog items.

- Validate valid vendor name: If valid vendor name is not provided for off catalog items then all the records with invalid vendor name are skipped and the following message is displayed during import analysis:

Valid vendor name is required for off catalog items.

- Validate valid item category name: If valid item category name is not provided for off catalog items then all the records with invalid item category name should be skipped and the following message should be displayed during import analysis:

Valid item category is required for off catalog items.

- Validate Unit Cost: All off catalog items having unit cost less than equal to 0 are skipped and the following message is displayed during import analysis:

Unit cost must be greater than 0.

- Match records as off catalog items: Based on the details provided in earlier steps, the system attempts to match valid vendor and item category for the off catalog item and mark it as a off catalog item in the system, so that it can be imported to the shopping cart later.

The following validations occur for both standard and off catalog items:

- Validation for duplicate items: All items having some Item SKU and UOM combination is considered as duplicates and are skipped from the import. The following message is displayed during import analysis:

Duplicate items found.

- Validate if user is excluded through the item selection rule: If a user is restricted to view specific items / item types / vendors / vendor types / item categories then all the records for which the user does not have permission to request are skipped from the import process. The following message is displayed during the import process:

User is restricted from requesting this item.

- Update processed items: Based on all the validations done above, all legitimate records are marked for import and added to the user’s shopping cart during the import process.

Import Process

After analysis phase all the invalid records are skipped and all valid records are added to the user’s shopping cart.

Standard items are added directly to the user’s shopping cart.

Off catalog items are first created in the system, and then added to the user’s shopping cart.

After the import process is complete, click **Save Change** in the shopping cart to refresh the cart with accurate item details.

3.3.27 Users

Import Field Definition for Users

1-47 of 47 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
FirstName	First Name	Text Box		50	Yes	No	Yes	No
LastName	Last Name	Text Box		50	Yes	No	Yes	No
DisplayName	Display Name	Text Box		50	Yes	No	Yes	No
LoginName	Login Name	Text Box		75	Yes	No	Yes	No
Password	Password (applies to new users only)	Text Box		100	No	No	No	No
AccCode	Account Code	Text Box		100	No	No	Yes	No
PasswordExpires	Password Expiry Date	Date		0	No	No	No	No
Initials	Initials	Text Box		4	No	No	No	No
CompanyIDforUser	Employee ID	Text Box		20	No	No	Yes	No
NTUserID	NT Domain Login	Text Box		50	No	No	Yes	No
PhoneNum	Phone Number	Text Box		30	No	No	Yes	No
FaxNum	Fax Number	Text Box		30	No	No	Yes	No
Email	Email	Text Box		75	No	No	Yes	No
SpendingCategories	Spending Categories	Text Box		1000	No	No	No	No
SpendingLimits	Spending Limits	Text Box		1000	No	No	No	No
BillTo_ID	Bill to Location ID	Numeric		11	No	No	No	No
ShipTo_ID	Ship to Location ID	Numeric		11	No	No	No	No
ExpBillTo_ID	Expense Location ID	Numeric		11	No	No	No	No
ChargeTo_ID	Charge to Location ID	Numeric		11	No	No	No	No
Groups	Group Names	Text Box		1000	No	No	No	No
NotifyVia_ID	Notify Via	Text Box	Internal Messaging	30	No	No	No	No
AssetAccess	Allow Access to Assets	Text Box	No	5	No	No	No	No
BudgetAccess	Allow Access to Budgets	Text Box	No	5	No	No	No	No
ExpenseAccess	Allow Access to Expense	Text Box	No	5	No	No	No	No
InvoiceAccess	Allow Access to Invoice	Text Box	No	5	No	No	No	No
PurchasingAccess	Allow Access to Purchasing	Text Box	No	5	No	No	No	No
SpendIntelligenceAccess	Allow Access to Spend Intelligence	Text Box	No	5	No	No	No	No
VendorPortalAccess	Allow Access to Vendor Portal	Text Box	No	5	No	No	No	No
BillToLocationName	Bill to Location Name	Text Box		100	No	No	Yes	No
ShipToLocationName	Ship to Location Name	Text Box		100	No	No	Yes	No
ExpToLocationName	Expense to Location Name	Text Box		100	No	No	Yes	No
ChargeToLocationName	Charge to Location Name	Text Box		100	No	No	Yes	No
BillToLocationAccCode	Bill to Location Account Code	Text Box		100	No	No	Yes	No
ShipToLocationAccCode	Ship to Location Account Code	Text Box		100	No	No	Yes	No
ExpToLocationAccCode	Expense to Location Account Code	Text Box		100	No	No	Yes	No
ChargeToLocationAccCode	Charge to Location Account Code	Text Box		100	No	No	Yes	No
GroupIds	Group IDs	Text Box		500	No	No	Yes	No
ManagerLoginName	Manager Login Name	Text Box		75	No	No	Yes	No
VacationUserLoginName	Substitute User Login Name	Text Box		75	No	No	No	No
CountryName	Country Name	Text Box	United States	50	No	No	No	No
Discontinued	Discontinued	Text Box	No	5	No	No	No	No
LocaleName	Locale Name	Text Box	en_US	12	No	No	No	No
flagExcludeFromEscalations	Exclude User from Rule Escalations	Text Box	0	5	No	No	No	No
ExternalReference_ID	External Reference ID	Text Box		75	No	No	No	No
VendorExternalReference_ID	Vendor External Reference ID	Text Box		75	No	No	No	No
VendorAccCode	Vendor Account Code	Text Box		100	No	No	No	No
VendorName	Vendor Name	Text Box		100	No	No	No	No

Figure 117: Users Import Definition

Required Fields

- First Name
- Last Name
- Display Name
- Login Name

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Delete Only

Fields that Allow Expressions

- Code Description
- Accounting Code
- Account Code Group Name
- Account Type Name

Fields that Cannot Have Default Values

- First Name
- Last Name
- Display Name
- Login Name
- Password
- Account Code
- Password Expiry Date
- Initials
- Employee ID
- NT Domain Login
- Substitute User Login Name
- Discontinued
- External Reference ID
- Vendor External Reference ID
- Vendor Account Code
- Vendor Name

The AlustaUsername field is only relevant when system setting *15000 - Enable P2P AP Automation Integration* is enabled.

3.3.27.1 Imported User Passwords

When performing an add or add/update import which specifies user passwords, the passwords will be stored with the SHA-512 hash, utilizing a 64-bit salt. Import specification only sets passwords for new users.

3.3.27.2 Discontinued Users with Pending Approvals

In the User Import Map Step 3, the following configuration options are available for handling discontinued users with pending approvals:

- Reassign pending approvals to supervisor.
- Reassign pending approvals to substitute user.
- Skip the record if there are pending approvals for this user.

When an existing user is discontinued during an import and if that user has any pending approval tasks (OR, invoice, expense report, catalog, or work queue), the action specified by the import specification is taken. If this results in the task being assigned to a different user, then this user is notified by email.

If the selected option is to reassign pending approvals to supervisor, then any pending approvals for the user being discontinued is assigned to that user's manager. If the user does not have a manager, if the manager is not an active user, or if the manager is not an approver, the record is skipped.

If the selected option is reassign pending approvals to substitute, then any pending approvals for the user being discontinued is assigned to that user's substitute. If the user does not have a substitute, if the substitute is not an active user, or if the substitute is not an approver, the record is skipped.

Regardless of what option is selected, if the user is discontinued during an import, and there are pending tasks for that user, the system logs the action taken in the audit log.

3.3.27.3 Imported Changes to Spending Categories/Spending Limits

All updates to user spend categories or spend limits will be logged in the internal system audit, using the category "SpendLimit" and the subcategory "Users."

3.3.27.4 Options When Adding/Editing User Imports

Two new options are available when adding or editing User Imports.

Generate temporary password allows clients to generate a temporary password for all users in the import file if set to Yes. No should be selected for users who have SSO enabled.

Email Login Details sends an email to each imported user if Yes is selected. Select No for users who have SSO enabled.

3.3.27.5 Locale Name

The Country Name field (if provided) is mapped against the Country Name or Country Name English field in the Countries table. This means the name can either be in English or in the language for that country. For example, Germany or Deutschland can be entered. If no matching country is found, the record is skipped and a reason is provided. The user may map the field but leave it blank without causing an error.

When entering the locale names, the locale names need to contain Java locale specifications.

Examples

- en_US – United States
- ja_JP – Japan
- fr_DE – France

This information is validated against the Countries.JavaLocale table field. If this information is incorrect, the record is skipped and the following message is provided:

Locale name provided is invalid.

The following countries have duplicate entries and must be entered as follows:

CountryNameENG	CountryName	LanguageName
Canada	Canada	English
Canada (French)	Canada	Français
Congo	Congo	
Congo DR	Congo, The Democratic Republic	

3.3.28 Vendor Types

Import Field Definition for Vendor Types

1-1 of 1 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
VendorTypeDesc	Vendor Type Name	Text Box		50	Yes	Yes	No	No

Figure 118: Vendor Types Import Definition

Required Fields

- Vendor Type Name

Import Types Allowed

- Add Only
- Add/Update Only
- Delete Only

Fields that Allow Expressions

- Not Applicable for This Import

Fields that Cannot Have Default Values

- Vendor Type Name

3.3.29 Vendors

Import Field Definition for Vendors

1-55 of 55 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
VendorName	Vendor Name	Text Box		100	Yes	Yes	Yes	No
VendorEDIName	Vendor EDI	Text Box		100	No	No	No	No
AccCode	Account Code	Text Box		100	No	No	Yes	No
AccountNumber	Account Number	Text Box		50	No	No	Yes	No
MinOrder	Min Order Amount	Currency		19,4	No	No	No	No
Phone1	Phone 1	Text Box		50	No	No	Yes	No
Phone2	Phone 2	Text Box		50	No	No	Yes	No
Fax	Fax	Text Box		50	No	No	Yes	No
VendorEmail	Vendor Email	Text Box		100	No	No	Yes	No
Vendorurl	Vendor URL	Text Box		75	No	No	Yes	No
AddrLine1	Address 1	Text Box		255	No	No	Yes	No
AddrLine2	Address 2	Text Box		255	No	No	Yes	No
City	City	Text Box		150	Yes	No	Yes	No
State	State	Text Box		50	Yes	No	Yes	No
PostalCode	Postal Code	Text Box		50	Yes	No	No	No
Contact1	Contact 1	Text Box		50	No	No	Yes	No
Contact2	Contact 2	Text Box		50	No	No	Yes	No
AddrLine3	Address 3	Text Box		255	No	No	Yes	No
VendorUsrItem1	User Defined Field 1	Text Box		50	No	No	Yes	No
VendorUsrItem2	User Defined Field 2	Text Box		50	No	No	Yes	No
VendorUsrItem3	User Defined Field 3	Text Box		50	No	No	Yes	No
ParentAccCode	Parent Account Code	Text Box		50	No	No	No	No
ParentVendorName	Parent Vendor Name	Text Box		100	No	No	No	No
ParentVendor_ID	Parent Vendor ID	Numeric	0	0	No	No	No	No
CurrencyCode	Currency Code	Text Box	USD	3	No	No	No	No
flagAutoCreatePO	Auto Create PO	Numeric	0	0	No	No	No	No
flagAutoDeliverPO	Auto Deliver PO	Numeric	2	0	No	No	No	No
OrderProcessType_ID	Order Process Type ID	Numeric	1	0	No	No	No	No
OrderProcessTypeDesc	Order Process Type Description	Text Box		50	No	No	No	No
PaymentTerm_ID	Payment Term ID	Numeric	0	0	No	No	No	No
PaymentTermName	Payment Term Name	Text Box		50	No	No	No	No
PaymentType_ID	Payment Type ID	Numeric	0	0	No	No	No	No
PaymentTypeDesc	Payment Type Description	Text Box		50	No	No	No	No
VendorType_id	Vendor Type ID	Numeric	0	0	No	No	No	No

Vendors can be matched using the Vendor Account Code, Vendor Name, or External Reference ID fields.

Required Fields

- Vendor Name
- City
- Postal Code
- State

Import Types Allowed

- Add Only
- Update Only
- Add/Update Only
- Sync with Import File (Add/Update/Delete)
- Delete Only

Fields that Allow Expressions

- Vendor Name
- Account Code
- Account Number
- Phone 1
- Phone 2
- Fax
- Vendor Email
- Vendor URL
- Address Line 1
- Address Line 2
- Address Line 3
- City
- State
- Contact 1
- Contact 2
- Vendor User Item 1
- Vendor User Item 2
- Vendor User Item 3
- Vendor User Item 4
- Vendor User Item 5
- Update Vendor Name
- Invoice Type Name
- Vendor Comments
- Invoice Vendor Name

Fields that Cannot Have Default Values

- Vendor Name
- External Reference ID

3.3.30 Work Orders

Only work orders with status of Closed and Closed – No Bill can be imported into the system.

Import Field Definition for Work Orders

1-44 of 44 items processed

Field Name	Field Label	Field Type	Default	Max. Size	Required	Primary Key	Allow Expression	Hashable
WOName	Work Order Name	Text Box		255	Yes	No	Yes	No
WODesc	Work Order Description	Text Box		255	Yes	No	Yes	No
WOType_ID	Work Order Type ID	Numeric	0	19	No	No	No	No
WOTypeName	Work Order Type Name	Text Box		50	No	No	Yes	No
WOCategory_ID	Work Order Category ID	Numeric	0	19	No	No	No	No
WOCategoryName	Work Order Category Name	Text Box		50	No	No	Yes	No
WOPriority_ID	Priority ID	Numeric	0	19	No	No	No	No
WOPriorityName	Priority Name	Text Box		50	No	No	Yes	No
WOLocation_ID	Location ID	Numeric	0	19	No	No	No	No
WOLocationName	Location Name	Text Box		100	No	No	Yes	No
WOVendor_ID	Vendor ID	Numeric	0	19	No	No	No	No
WOVendorName	Vendor Name	Text Box		100	No	No	Yes	No
WOLaborUser_ID	Labor User ID	Numeric	0	19	No	No	No	No
WOLaborUserName	Labor User Name	Text Box		75	No	No	Yes	No
WOStatus_ID	Work Order Status ID	Numeric	0	19	No	No	No	No
WOStatus	Work Order Status	Text Box		255	No	No	Yes	No
StartDate	Start Date	Date		0	Yes	No	Yes	No
EndDate	End Date	Date		0	No	No	Yes	No
NTEAmount	Not to Exceed Amount	Currency	0	19,4	No	No	No	No
ContactName	Contact Name	Text Box		100	No	No	Yes	No
ContactPhone	Contact Phone	Text Box		15	No	No	No	No
ContactEmail	Contact Email	Text Box		100	No	No	No	No
ContactFax	Contact Fax	Text Box		15	No	No	No	No
Udef1	User Defined Field 1	Text Box		50	No	No	Yes	No
Udef2	User Defined Field 2	Text Box		50	No	No	Yes	No
Udef3	User Defined Field 3	Text Box		50	No	No	Yes	No
flagNotifyOpenClose	Flag Open/Close Notification	Numeric	0	0	No	No	No	No
flagNotifyStartDate	Flag Start Date Notification	Numeric	0	0	No	No	No	No
flagNotifyTaskUpdate	Flag Task Update Notification	Numeric	0	0	No	No	No	No
flagNotifyOverDue	Flag Overdue Notification	Numeric	0	0	No	No	No	No
flagNotBillable	Flag Not Billable	Numeric	0	0	No	No	No	No
AssetNumber	Asset Number	Text Box		20	No	No	Yes	No
SerialNumber	Asset Serial Number	Text Box		50	No	No	Yes	No
Asset_ID	Asset ID	Numeric	0	19	No	No	No	No
WONotes1	Work Order Notes 1	Text Box		500	No	No	Yes	No
WONotes2	Work Order Notes 2	Text Box		500	No	No	Yes	No
WONotes3	Work Order Notes 3	Text Box		500	No	No	Yes	No
WONotes4	Work Order Notes 4	Text Box		500	No	No	Yes	No
WONotes5	Work Order Notes 5	Text Box		500	No	No	Yes	No
WONotes6	Work Order Notes 6	Text Box		500	No	No	Yes	No
WONotes7	Work Order Notes 7	Text Box		500	No	No	Yes	No
WONotes8	Work Order Notes 8	Text Box		500	No	No	Yes	No
WONotes9	Work Order Notes 9	Text Box		500	No	No	Yes	No
WONotes10	Work Order Notes 10	Text Box		500	No	No	Yes	No

Figure 120: Work Orders Import Definition

Required Fields

- Work Order Name
- Work Order Description
- Start Date
- Work Order Type ID or Work Order Type Name
- Work Order Category ID or Work Order Category Name

- Work Order Priority ID or Work Order Priority Name
- Work Order Vendor ID or Work Order Vendor Name
- Work Order Labor User ID or Work Order Labor User Name
- Work Order Status ID or Work Order Status

Import Types Allowed

- Add Only

Fields that Allow Expressions

- Work Order Name
- Work Order Description
- Work Order Type Name
- Work Order Category Name
- Work Order Priority Name
- Work Order Location Name
- Work Order Vendor Name
- Work Order Labor User Name
- Work Order Status
- Start Date
- End Date
- Contact Name
- User Defined Field 1
- User Defined Field 2
- User Defined Field 3
- Asset Serial Number
- Work Order Notes 1
- Work Order Notes 2
- Work Order Notes 3
- Work Order Notes 4
- Work Order Notes 5
- Work Order Notes 6
- Work Order Notes 7
- Work Order Notes 8
- Work Order Notes 9
- Work Order Notes 10

Fields that Cannot Have Default Values

- Work Order Name

Notes

Only work orders with the status of Closed or Closed – No Bill can be imported.

When the work order is imported, the work order request is created behind the scenes.

If an asset is included on the work order import, the import inserts a record into the WOAssets table.

The work order import allows up to 10 notes per work order with a maximum of 500 characters each to be imported. These notes are stored in the WONotes table. Each note is a separate record.

The work order type name or work order type ID must be provided. If providing the work order type ID, the default value cannot be empty or 0.

The work order category name or work order category ID must be provided. If providing the work order category ID, the default value cannot be empty or 0.

The work order priority name or work order priority ID must be provided. If providing the work order priority ID, the default value cannot be empty or 0.

The work order location name or work order location ID must be provided. If providing the work order location ID, the default value cannot be empty or 0.

The work order vendor name or work order vendor ID must be provided. If providing the work order vendor ID, the default value cannot be empty or 0.

The work order status name or work order status ID must be provided. If providing the work order status ID, the default value cannot be empty or 0.

The following are messages that user may see during validation and analysis of data:

- Work order type does not exist.
- Work order category does not exist.
- Work order priority does not exist.
- Work order location does not exist.
- Work order vendor does not exist.
- Work order labor user does not exist.
- Work order status does not exist.
- Specified work order status is not allowed.
- Specified asset does not exist.
- Work order start date/time is after end date/time.
- Work order contact information [email, fax, and/or phone] is required based on system setting *12060 – Require One Contact Field on Work Order*.
- One of the required work order fields [Name, Description, Start Date, Type, Category, Priority, Location, Vendor, or Status] is missing.

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